



# Head of Colorado Stability Fund

Denver, CO

## Overview:

The COVID-19 Eviction Defense Project (CEDP) was formed in April 2020 by The Community Firm, a Colorado non-profit, social enterprise law firm. Our mission is to Keep Coloradans Housed by helping to prevent mass evictions and homelessness during and after the pandemic. The pandemic triggered unprecedented eviction risk for U.S. renters. Nationwide, more than 20M people may be at risk of eviction by the end of the year with more than 300,000 at risk in Colorado alone.

Traditionally, eviction defense has focused on legal services. At CEDP, we are scaling a “managed care” approach to eviction prevention that centers the legal and financial needs of housing insecure families and uses a variety of tools to keep them housed. Our team of housing lawyers, economists, data analysts, policy-experts, organizers, and technologists provides three services. We (1) provide legal aid and financial assistance for tenants facing eviction; (2) conduct data and research published in conjunction with the [Bell Policy Center](#) & the [Aspen Institute](#) to deepen our understanding of the problem, and (3) drive advocacy and public policy to change the system.

Our focus in 2021 is scaling paired rental assistance and legal services through the distribution of state and private rental assistance dollars. We are focused on eviction diversion, providing legal aid and rental assistance to those imminently facing eviction. We pair funds with tenants individually, through our lawyers, and partner organizations. After proving the efficacy of this effort in two 2020 pilots, we are scaling the effort in 2021 targeting the distribution of several million dollars in rental assistance by Q2 2021.

## More about the job:

CEDP’s Head of Colorado Stability Fund (CSF) position is an opportunity for an experienced operator who has worked at the intersection of operational businesses and technology to scale the non-profit’s innovative eviction diversion program. The Head of CSF will manage a first-of-its-kind housing stability fund focused on rapidly distributing financial assistance for tenants at imminent risk of eviction.

The Fund will process millions of dollars in housing assistance across a variety of channels, including rental debt buyout negotiations with large landlords, development of a small landlord approach, and eviction diversion in partnership with legal services organizations. This position will manage a team of 4+ case managers who are responsible for developing community partnerships, case management, and payments. The salary range is between \$70,000-\$80,000 based on experience, and we offer competitive benefits detailed below.

We are looking for someone with several years of top-tier management experience in an operational role. Ideal candidates will be interested in designing, implementing, and scaling an innovative rental assistance program across a variety of channels, and will have experience in at least one of the following verticals: service operations, technology, product, and consulting. The role provides the opportunity to be on the front lines of impactful pandemic response, build a technology product that has the potential to scale statewide, and develop a model rental assistance program for the state and the country. Start-up and Spanish language experience is a plus. CEDP is undergoing a tremendous amount of growth, creating the opportunity to work on a wide variety of mission-critical efforts.

**As Head of the Colorado Stability Fund, you will:**

- Be a crossfunctional leader on the leadership team, responsible for designing, implementing, and scaling the organization's rental assistance program across a variety of channels
- Manage a large rental assistance team responsible for case management
- Develop multi-channel marketing and outreach strategy to raise awareness among tenants and landlords of the availability of rental assistance and legal services.
- Build scalable landlord-tenant application, settlement, and rental assistance distribution platform that can be used by CEDP and other actors throughout the state
- Design operations for court-based rental assistance delivery in concert with CEDP lawyers, other partners, and state mediators
- Develop, analyze, and test new initiatives to better support tenants in need of rental assistance and community organizations in the delivery of rental assistance
- Support fundraising and development efforts for rental assistance
- Write public materials highlighting the model and the results of our rental assistance programs
- Support and conduct external media relations and storytelling of CEDP's mission, values, and outcomes to external outlets
- All leaders have spikes in their interests and skillsets, so you'll have considerable ability to work on areas tailored to your expertise

**We're looking for you if your background and skillsets include:**

- 3-10 years of experience in service delivery operations, product, management consulting
- A background working with diverse communities and a diverse set of stakeholders
- A bias towards building and a comfort with strengthening a minimum viable product
- Comfort with ambiguity in a fast-paced, all hands-on deck environment
- Passion for social impact
- A history of demonstrated excellence in your career
- Strong oral communications skills and the ability to influence leaders through logic, data, and presentation skills
- Outstanding analytical and problem-solving skills and a facility with numbers and data
- History as a self-starter in collaborative, fast paced environments
- Strong interpersonal skills and the ability to manage complex stakeholder environments

**Why Us?**

- We're a social enterprise with a sustainable business model focused on one of the most important issues in society – access to and preservation of affordable housing.
- Our cofounders have collaborated for 5+ years and are committed to building a company where everyone loves to work
- Unlimited growth potential within the organization
- The opportunity to step into a new firm at its founding and play a substantial role in its growth

**To Apply:**

- Interested candidates should forward their resume and cover letter to [sam@cedproject.org](mailto:sam@cedproject.org).

**Equal Opportunity:**

- The Community Firm is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

**Benefits & Compensation**

- Salary range \$70,000 to \$80,000 per year, based on experience
- Benefits include health, vision, dental, 4 weeks paid vacation, short-term and long-term disability, and 401K