

**JOB POSTING**  
**For**  
**Director of Housing & Support Services – Cascade AIDS Project**

**Description:** We are at a crossroads in the fight against HIV/AIDS, and there has never been a more hopeful time to join the fight. Although HIV/AIDS has fallen from the headlines, the epidemic is far from over. In fact, an individual in the US is infected with HIV every 9.5 minutes. Youth, ages 19-24 are rising in new infections, and it is estimated that 1 in 30 Black/African American Women and 1 in 16 Black/African American Men will be diagnosed with HIV in their lifetime. Locally, more Oregonians are living with HIV/AIDS today than ever before and it is estimated that up to 20% of Oregonians living with HIV/AIDS don't know it. With statistics like these why are we so hopeful? A recent National Institutes of Health study demonstrated that if we can diagnose and notify people who are HIV-positive and get them engaged and to remain in care, we can reduce the ongoing HIV transmission by 96%! This is how we will usher in an AIDS-free generation. HIV testing, linkage to care, and support programs like housing and care services will play a vital role in making this a reality for Oregonians. Cascade AIDS Project (CAP) is looking for the next dynamic and visionary leader to serve as the Director of Housing & Support Services to help us meet our mission and end HIV/AIDS.

CAP is the oldest and largest provider of HIV prevention, education, housing, advocacy and support services in Oregon and Southwest Washington. Full-time and exempt, the Director of Housing & Support Services reports to the Executive Director and provides oversight and direction for all housing and support services programs serving people who are living with or affected by HIV/AIDS. CAP provides supportive housing services to 700 people living with HIV and provides support services to an additional 1,300 people annually, including employment skills, life skills workshops, and services that assist individual who are newly diagnosed or who need additional assistance to maintain their medical care through our patient navigation programs. Housing and Support Services also offers youth and family programs including a one-week residential camp for kids who are infected or affected by HIV/AIDS. These programs provide the necessary support to assist people living with HIV/AIDS get linked into care and remain in care.

The Director of Housing & Support Services manages a department budget of \$3 million that include federal, state, county, city and private grants; directly supervises three managers and one union-represented staff; and oversees a team of 28 staff including 22 union-represented staff. The ideal candidate will have a Master's degree and at least five years of experience working in a non-profit setting with management experience and a proven track record of success in nonprofit programs.

Cascade AIDS Project was named one of the 100 Best Nonprofits to Work for in Oregon by *Oregon Business* in 2009, 2010, 2011 and 2012. We are located across from Big Pink on the bus mall and MAX line. See full Job Description at <http://cascadeaids.org/employment>.

Proposed start date: August 25, 2013.

### **Minimum Qualifications**

- Master's Degree in social work, public health, or related field or 5 years relevant professional work experience
- Five years of professional experience in program management demonstrating increasing professional responsibility and growth
- Proven visionary leadership skills with experience and demonstrated success in program design and development
- Prior experience successfully managing two or more federal contracts, including experience with contract negotiation and fiscal management
- Proven ability to forge professional relationships across a multicultural spectrum of organizations and professionals
- Proven successful grant writing and fund raising experience
- Successful experience working with ethnic, racial, sexual and economically diverse populations
- Working knowledge of Housing and Urban Development programs and local Affordable Housing Resources
- Experience working under pressure while maintaining a positive and professional demeanor
- Excellent written and oral communication skills
- Proven ability to recruit and supervise staff of varying cultural backgrounds
- Strong initiative & self-starter with the ability to creatively problem solve
- Demonstrated computer proficiency using Microsoft Office software (Word, Excel, Access, Outlook) and working knowledge of the internet
- Available to work evenings and weekends as required

### **PREFERRED QUALIFICATIONS:**

- Knowledge of and/or experience with Coordinated Care Organizations and Healthcare Reform
- Experience working as management in a unionized environment

- Knowledge of and relationships with local nonprofit organizations which provide services to youth or young adults, people who have experienced homelessness, individuals with chronic mental illness or substance addiction, or people who have past involvement with the criminal justice system
- Knowledge of and relationships with HIV Clinics and AIDS Service Organizations in Oregon and Southwest Washington
- Verbal and written fluency in Spanish
- Prior experience working with Housing Opportunities for Persons With AIDS (HOPWA) and Ryan White funding sources
- Prior experience working with ServicePoint client database or CAREWare client database
- Professional licensure or certification in primary field of expertise
- Experience working with Boards, planning bodies, consortia, etc.

**Compensation:** \$65,000 - \$75,000 annual salary dependent upon qualifications and experience. Benefits include employer-paid health, dental, vision, short-term and long-term disability and life insurance; 401(k) retirement plan with generous employer matching contribution, 125C cafeteria savings plan; and generous vacation and health leave benefits.

**Closing Date:** Position will be open until filled. Resume review begins Aug. 9, 2013, but CAP will accept resumes until the position is filled.

To apply for this position, mail, email or deliver the following documents:

**1) a complete cover letter (attached as Word or pdf) that serves as an example of your writing and addresses how you meet all of the minimum qualifications specific to the position you are applying for, and 2) your resume to:**

Cascade AIDS Project  
Executive Director  
208 SW Fifth Avenue, Suite 800  
Portland, Oregon 97204

Or by email to:

[jobs@cascadeaids.org](mailto:jobs@cascadeaids.org)

Cascade AIDS Project is an EEO/Affirmative Action Employer