

Job Description
UNITY of Greater New Orleans

Landlord Partnership Manager

TITLE: Landlord Partnership Manager

TYPE OF POSITION: 1 FTE

DIRECT SUPERVISOR: Deputy Director

POSITION OVERVIEW

The Landlord Partnership Manager will be responsible for developing and implementing strategies to engage landlords and property managers in the provision of housing for homeless individuals and families. The primary focus of this position will be to recruit landlords, property managers and property developers to make units available for people who are experiencing homelessness, lower barriers to housing, and negotiate lease agreements. Manager will maintain the Padmission database of available housing units for use by housing navigators at homeless programs. The Manager will supervise HousingLink team members who will assist the implementation of the program. Manager will provide assistance to match clients with appropriate housing options and provide ongoing support to both tenants and landlords with a goal to assist homeless individuals to obtain housing in less than 30 days.

KEY RESPONSIBILITIES:

- Develop and implement strategies to engage landlords and property managers in the provision of housing solutions for homeless individuals and families.
- Develop and maintain positive relationships with landlords and property managers, including outreach, regular communication, and property visits.
- Negotiate lease agreements and coordinate housing placements, including identifying and securing available units, conducting unit inspections, and working with service providers to match clients with appropriate housing options.
- Provide ongoing support to tenants and landlords, including addressing any issues or concerns that may arise and connecting tenants to necessary services and supports.
- Collaborate with homeless service providers, case managers, and housing navigators to ensure a coordinated approach to housing placements and ongoing support.
- Develop and maintain a comprehensive database of available housing units, including information on location, rental rates, and eligibility criteria.

- Participate in community meetings and events to raise awareness about the program and promote landlord engagement.
- Develop informational material for landlords about program requirements.
- Conduct Housing Quality Standard (HQS) inspections or pre-inspections of prospective units.

Qualifications:

- Bachelor's degree in social work, public administration, business, or a related field.
- At least 3-5 years of experience in housing, property management, or a related field.
- Knowledge of the local rental market and landlord-tenant laws and regulations including the Fair Housing Act.
- Strong interpersonal and communication skills, including the ability to negotiate and maintain positive relationships with landlords and property managers.
- Ability to work independently and as part of a team, with a focus on achieving program goals and objectives.
- Experience working with individuals experiencing homelessness or other vulnerable populations is preferred.
- Strong computer skills, including proficiency in Microsoft Office and experience with databases.