



**Position:** Landlord Engagement Specialist

**FLSA Status:** Exempt

**Job Status:** Full Time

**Reports To:** Landlord Engagement Manager

**Supervises:** None

The Landlord Engagement Specialist is part of the Housing Department. This position will assist in the day-to-day management of the Landlord Engagement program. Providing direct rental housing system support to landlords and partner agencies in our CoC. All employees are expected to contribute to a positive workplace culture that creates an environment of collaboration and in alignment with organizational values.

#### **Reasonable Accommodations Statement**

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Develop marketing strategies for recruitment of landlord partnerships
- Data Entry support of Internal housing database
- Conduct regular site visits to maintain landlord partnerships
- Attend agency and system wide meetings as necessary
- Review and analyze housing data for trends, gaps, and solutions
- General supportive tasks with any special projects or pilot programs as needed

#### **QUALIFICATIONS**

- High School Diploma or GED
- Previous experience in sales or lead generation
- Local rental housing market knowledge preferred

#### **COMPETENCIES**

- High degree of computer literacy, including experience in all Microsoft tools
- Excellent oral and written communication and customer service minded skills
- Confidant in engaging in cold calls, email, and in person solicitation
- Solution oriented

## **WORK BEHAVIORS**

- Represent Partnership Home in a professional manner at all times
- Desire and commitment to prevent and end homelessness
- Maintain confidentiality of clients served
- Maintain high ethical standards
- Work collaboratively with other personnel and/or service providers or professionals
- Ability to respond appropriately in fast paced situations
- Maintain professional boundaries
- Approach all tasks with a sense of urgency

## **GALLUP CLIFTON STRENGTHS ALIGNMENT**

- Analytical
- Maximizer
- Achiever
- Arranger
- Focus

## **WORK ENVIRONMENT**

Office setting, mostly seated for long periods of time, walking/standing/lifting may be required. Occasional after hours and off-schedule time will be required to support major projects and special events, such as the annual point-in-time Homeless Count.

## **STATEMENT ON DIVERSITY**

The staff, customers, stakeholders, and colleagues of Partnership Home reflect the diversity of our community. Partnership Home's services conform to Federal Fair Housing Laws and the City of Fort Worth's public policies on non-discrimination. Employees of Partnership Home are expected to treat all persons with dignity and respect without regard to race, creed, color, sex, religion, disability, mental illness and/ or addictions (diagnosed or not), age, national origin, familial status, source of income, criminal background, sexual orientation, gender identity or gender expression.

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.