Date: 1/12/2023

Position: Landlord Engagement Specialist

FLSA Status: Non-Exempt

Job Status: Full Time

Reports To: Landlord Engagement Manager

Supervises: None

The Landlord Engagement Specialist is part of the Landlord Engagement Team within the Operations Department. This position will support the Landlord Engagement Coordinator and Manager in the procurement of lead generation, unit cultivation, data entry and upkeep, and maintenance of Landlord Partnerships.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

* Generate leads and cultivate relationships with landlord partnerships
* Develop marketing strategies for recruitment of landlord partnerships
* Conduct regular site visits/calls to maintain current partner relationships and cultivate new ones
* Maintain housing unit database
* Accompany Landlord Engagement team on partnership meetings when necessary
* Maintain relationships with vendors through calls, emails, and in person/zoom meetings
* Develop and draft internal and external documents and materials to build and/or retain relationships with property owners, landlord partners, and community members.

**EDUCATIONAL EXPERIENCE**

High School Diploma or GED

**COMPETENCIES**

* High degree of computer literacy, including experience in all Microsoft tools
* Excellent oral and written communication skills
* Detail-oriented and polished professional
* Ability to work with individuals from diverse backgrounds
* Organized and flexible
* Previous work experience in a sales or recruitment environment
* Confidence in cold call, email solicitation, and other sales strategies
* Desire to collaborate, develop, and implement program tools that produce increased results within our continuum
* Outstanding customer service skills
* Ability to work both in teams and independently

**WORK ENVIRONMENT**

Transient or non-traditional work settings may include traveling, working from home, conducting onsite meetings, occasional office setting, or any combination.

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.

**REASONABLE ACCOMODATIONS STATEMENT**

To accomplish this job successfully, an individual must 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.

**STATEMENT ON DIVERSITY**

The staff, customers, stakeholders, and colleagues of the Tarrant County Homeless Coalition reflect the diversity of our community. TCHC's services conform to Federal Fair Housing Laws and the City of Fort Worth's public policies on non-discrimination. Employees of TCHC 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, transgender, gender identity or gender expression.

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| 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. |