

The Opportunity

The Baltimore Regional Housing Partnership (BRHP), which operates the Baltimore Housing Mobility Program, is a 501(c)(3) that assists over 4,000 qualified families in moving from areas of concentrated poverty and obtaining quality and affordable housing in communities with strong schools, low crime, and ample job opportunities in high opportunity areas within Baltimore City and Anne Arundel, Baltimore, Carroll, Harford, and Howard Counties.

BRHP is accepting applications for a Vendor and Procurement Specialist. The Specialist's primary responsibilities are to oversee procurement and vendor deliverables in compliance with HUD regulations, governing contracts, and BRHP's policies. This position will report directly to Managing Director of Operations and Program Evaluation. This is an exciting opportunity for a candidate to join one of the most innovative Housing Choice Voucher and housing mobility programs in the country.

Essential Duties and Responsibilities

The below statements are intended to describe the general nature and scope of work for the Vendor and Procurement Specialist. This is not a complete listing of all responsibilities, duties, or skills required.

- Managing all transactions, in compliance with federal, state and local requirements
- Assist with coordination and oversight of Project Based Voucher contracts
- Assist with preparing and submitting HUD evidentiary documentation, rental term sheets, environmental and subsidy layering reviews required for HUD Field Office review and approval of development units
- Coordinating any other required documentation between developers, HUD and other parties
- Monitoring regional development efforts and identify projects that may benefit BRHP families
- Managing procurement efforts in a manner consistent with BRHP bylaws, Federal, state and local laws, as well as best practices for non-profit entities
- Drafting procurement documents such as Requests for Proposal, Requests for Quotes or Qualifications
- Maintaining accurate, timely and consistent procurement documentation

- Monitor vendor contracts and deliverables
- Serve as point of contact for vendors providing services to BRHP
- Evaluate contracts for consistency with business needs and BRHP policies
- Intervene with vendors when contract obligations remain unfulfilled
- Work to identify potential vendors to meet operational and programmatic needs
- Work to develop contracts with external entities requiring BRHP's services

General Requirements

- Honesty and integrity
- Professional behavior and respect for colleagues, clients and external partners
- Collaborative, supportive approach to work, open-minded to learning new processes
- Track record of reliable attendance and punctuality
- Strong work ethic
- Ability to work in a fast-paced environment and to handle and prioritize multiple projects, deadlines, and excellent time management
- Experience working with a diverse population

Required Knowledge and Skills

- Ability to gain thorough knowledge of and to interpret and implement BRHP's policies and procedures
- Ability to act as a representative of BRHP to the public
- Strong understanding of Baltimore region rental market
- Ability to gain thorough understanding of HUD regulations, particularly related to affordable housing development
- Excellent customer service and organizational skills
- Excellent written and oral communication skills
- Strong attention to detail and critical thinking skills
- Ability to perform the duties of the position with minimal direction through their own initiative

Qualifications

- Four-year degree from a regionally accredited institution in Public Administration, Social Science or closely related fields
- Minimum of five years of progressive experience procurement and/or contract management
- Adept with Microsoft Excel and SharePoint
- Valid Maryland driver's license and automobile insurance required

Preferred Qualifications

- Prior experience with U.S. Department of Housing and Urban Development funded housing programs
- Knowledge of Housing Choice Voucher program regulations
- Familiarity with Yardi database
- Experience developing or managing mixed-finance affordable housing properties
- Experience with structured procurement

How to Apply

- Submit a cover letter and resume tailored to the Vendor and Procurement Specialist opportunity to resumes@brhp.org. Applications are reviewed on a rolling basis, so please apply at your earliest convenience.
- For more information about the organization, visit www.brhp.org
- Job Type: Full-time, exempt
- Salary: \$52,000-56,000 annually

*****Please note: Though we are currently operating under a hybrid work model, an onsite/in-office presence is required! In addition, under the guidance of the Equal Employment Opportunity Commission (EEOC) on workplace COVID19 vaccination policies and in accordance with BRHP's duty to provide and maintain a workplace that is free of known hazards to protect the health of our employees, their families and our customers, BRHP requires employees to provide proof of the COVID-19 vaccination when asked. Effective July 1, 2021, newly hired employees must provide proof of the COVID-19 vaccination (including initial doses or booster) at Onboarding or within 30 days of the hire date. Only an approved reasonable accommodation will be accepted to be exempted from this requirement for newly hired employees. If***

*proof of the COVID-19 vaccination is not provided at or before Onboarding, then a negative COVID-19 test taken within the last 72 hours must be submitted on your first day in the office.***