



SAJE (Strategic Actions for a Just Economy) is seeking a full time Tenant Anti-Harassment Ordinance (TAHO) Partnership Director to join our External Programs Team. The TAHO Partnership Director is responsible for executing TAHO program implementation and oversees the deliverables of TAHO's network community-based organizations (CBOs). These CBOs, including a separate team at SAJE, are responsible for tenant outreach, education, and tenant navigation. This Partnership Director is responsible for guiding and convening the managers of those teams. The TAHO Partnership Director will work on a SAJE external team composed of members working on both TAHO and Stay Housed LA (SHLA) program implementation. The successful candidate is well versed in program management with a background in contract management if possible.

This is an in-person position with a hybrid schedule. All SAJE staff are expected to work in the office or field at least three days per week (usually Tuesdays, Wednesdays, and Fridays). The following provides a general overview of the activities and responsibilities of the position but does not represent an exhaustive list of job duties.

RESPONSIBILITIES

- Oversee TAHO program implementation, working closely with External TAHO partners (LAHD TAHO Team, Liberty Hill Foundation, CBO partners, and more.)
- Work closely with the contract management and accounting staff to ensure timely delivery of subcontracts to CBO service teams, and, timely return of invoices from CBO service teams.
- Lead strategic planning and annual program plan development in collaboration with TAHO program partner leaders with weekly meetings.
- Maintain long-term partner relationships. Meet mission and values while finding creative ways to make sure the program is effective and efficient.
- Lead adaptive management of CBO subcontracts, monitor program progress, and guide, coach, and advise individual CBO partners. Steward a CBO program that is participatory, curious, collaborative and uses principles of co-governance to move work forward.
- Oversee vendor work plans and strategic contribution to TAHOs mission and deliverables.
- Build TAHO individual CBO partnership KPIs and OKRs into programwide KPIs and OKRs.
- Lead a cohesive team of network partners to sustain a set of practices that is scalable across each local team and the network as a whole.
- Develop program standards for tenant navigation, outreach, and education with the Curriculum Director. Then implement these standards across all teams.

- Work with a Data staff member or vendor to analyze the impact and success of the program, making recommendations and plans to improve impact.
- Ensure there is a Comms work plan, and collaborate with TAHO and SHLA Comms staff to tell the story of TAHO impact in LA City.
- Play a role in the management team in making important and sometimes confidential decisions about financial, personnel, and legal matters.
- Perform other duties, as the organization's needs determine.

QUALIFICATIONS

- Minimum bachelor's degree. Three to five years of relevant work experience in the field of housing or tenant rights will be considered in lieu of a degree
- Prior experience developing, leading, and managing a program
- Strong organizational and project management skills
- Effective communicator, both written and verbal, with diverse audiences; capable of giving presentations, facilitating meetings, authoring advocacy letters, and reports.
- Ability to work independently and in a team environment
- Alignment with SAJE's mission and values
- Demonstrated commitment to social, racial, gender, and economic justice
- Valid driver's license

PREFERRED QUALIFICATIONS

- Directing program management for 3 to 5 years
- Contract management experience for 1 to 3 years
- Experience in tenant rights or housing justice work for 1 to 3 years

MUST BE

- Committed to justice
- Warm and positive with community members
- Flexible in time and mind: there will be weekly evening commitments and work required during the weekend
- Able to manage a calendar, set goals, and create a weekly work plan
- Committed to social, economic, and racial justice
- Supportive of SAJE's mission, vision, and policy positions

- Able to provide interpretation and translation from other languages, dialects, or language registers if your knowledge and skills enable you to do so
- Able to participate in other SAJE activities, as needed. These duties include participating in all SAJE all-staff activities and could also include attending meetings and hearings, canvassing, fundraising, and other tasks
- Able to perform other duties, as the organization's needs determine
- Organized and detail oriented; excellent time management skills and ability to prioritize work, strong capacity for independent and collaborative problem solving
- Fully vaccinated against COVID-19, including most up-to-date boosters, and to maintain vaccinations against other infectious diseases as recommended by medical professionals and the Centers for Disease Control and Prevention (CDC). Reasonable accommodations will be considered for those with valid medical or religious exemptions, in accordance with applicable state and federal laws

MUST BE ABLE TO

- Communicate verbally in English
- Write and read well in English
- Use or learn to use widely available and commonly used software and to use a computer
- Do simple mathematics
- Use or learn to use Excel or other spreadsheets
- Record data and read data in databases
- Work well in teams and communicate effectively with other individuals
- Stand and walk for long periods of time
- Lift weights up to 50 pounds
- Carry on appropriate conversations, participate attentively in meetings and trainings, and develop productive professional relationships
- Perform a variety of duties even with distractions or interruptions, and adjust priorities quickly

COMPENSATION

SAJE strives to maintain a forty-hour work week and a sustainable work/life balance and offers a competitive benefits package and salary (based on experience). This is a full-time, salaried position. The salary range for this position is \$91,000 plus benefits (including medical, vision, and dental) with three weeks of vacation per year (four weeks per year after two years of service) and thirteen holidays.

**TO APPLY**

Your application must include a cover letter, resume, and at least three professional references; applicants who do not meet the minimum requirements will not receive a response. Email to apply@saje.net; no phone calls, please. Include “Tenant Anti-Harassment Ordinance (TAHO) Partnership Director” and your full name in the subject line.

SAJE IS AN AFFIRMATIVE ACTION EMPLOYER. BIPOC, WOMEN, AND LGBTQ CANDIDATES ARE STRONGLY ENCOURAGED TO APPLY.

ABOUT SAJE

Since 1996, SAJE has been a force for economic justice in Los Angeles. We believe that all people have a right to the city, and that the future of neighborhoods should be decided by those who dwell there. For over 25 years, we have worked side-by-side with our members to improve our community by advocating for tenant rights, healthy housing, and equitable development. We focus on housing policy because it is a root cause of economic and social inequality, shaped by decades of redlining, racial covenants, and most recently, predatory lending and foreclosure practices. Our work seeks to protect vulnerable communities from eviction, lockouts, and harassment, preserve existing affordable housing, and promote the production of additional affordable housing in new construction. Ultimately, our aim is to decommodify housing through the creation of permanent affordable housing, community land trusts, and public and social housing that prioritizes people over profits.