



Rent Reporting Specialist Job Description

Title: Rent Reporting Specialist

Type: Full Time Exempt

Reports to: Manager, Innovations and Business Development

Position Summary: The Rent Reporting Specialist will support the advancement of CBA’s rent reporting programming. This position will be integral to launching a new Rent Reporting Technical Assistance Center (“the Center”), meant to catalyze rent reporting implementation among affordable housing providers across the country.

Since 2012 CBA has worked with affordable housing providers to implement rent reporting to support the financial well-being of residents. Throughout this time, CBA staff have developed deep and unique knowledge of the technical intricacies of rent reporting and best practices for successful implementation. Invigorated by a recent rent reporting bill (SB-1157) passed in California, CBA seeks to harness our expertise to further scale rent reporting by creating a hub of support and leadership for the implementation of rent reporting and credit building in affordable housing. We are looking for a motivated person with affordable housing experience to support CBA staff and our partners in developing a holistic plan for the Center and to do the critical groundwork to see the plan to fruition. The position will entail an exciting mix of developing and delivering training, conducting research and outreach, and coordinating work across multiple partners. This is an exciting opportunity to help us build something new and impactful.

Essential Duties:

- 1. Create a virtual training hub for housing providers and renters participating in rent reporting (30%)**
 - a. Work with the Innovations team to develop a blueprint and strategic plan for the Center.
 - b. Revise and update CBA’s current Rent Reporting marketing and informational print and web-based collateral.
 - c. Lead efforts to create a Center that builds off CBA’s current resources and partnerships. This includes:
 - i. Creating trainings and materials that aid housing providers in implementing rent reporting:
 1. Work with CBA’s Training Institute team to develop and facilitate interactive online trainings for housing providers and connect to consumer-facing credit building content.
 2. Update and create new RRCB toolkit materials for housing providers.
 3. Identify and write up case studies and best practices.
 4. Deliver individualized technical assistance to housing providers to support good rent reporting implementation
- 2. Coordinate a coalition of stakeholders to support rent reporting implementation and the development of the Center in multiple ways (25%)**
 - a. Work with credit bureaus, third-party data furnishing, and property management software provider partners to remain up to date on their services and capabilities for landlords and/or renters.

- b. Work with nonprofit and fintech partners that serve low-income renters and those specifically living in affordable housing to maximize opportunities. to achieve collective impact.
 - c. Cultivate and build relationships with new partners.
 - d. Identify, share, and disseminate lessons learned from rent reporting that can be replicated or scaled in the field and used to craft or augment advocacy initiatives.
 - e. Seek opportunities for improvement and growth.
- 3. Raise awareness and conduct outreach about rent reporting and the Center (20%)**
- a. Reach out to affordable housing providers through relevant networks and associations to raise awareness and conduct information sessions on rent reporting, the Center, and/or other key issues like California’s rent reporting bill, SB 1157.
 - b. Create and contribute to regular external communications about the Center and updates in the field.
 - c. Coordinate with CBA’s Member Relations and Stakeholder Engagement team to represent CBA and deliver presentations on the Center to different audiences and networks at conferences, networking, and other strategic events with an eye towards encouraging CBA membership for qualified nonprofit/public housing organizations.
- 4. Research and advocacy (15%)**
- a. Work with think tanks and research institutions to encourage and aid field furthering research, particularly around rent reporting as a racial equity and economic mobility strategy.
 - b. Incorporate and disseminate findings of relevant research into and through informational collateral and trainings.
 - c. Create systems to collect data that captures impact of the Center.
 - d. Work with other CBA staff to liaise with policymakers and support advocacy efforts related to rent reporting.
 - e. Mobilize CBA members to support rent reporting legislation.
- 3. Other duties as necessary (10%)**
- a. Participate in other Program Innovations initiatives as capacity allows.
 - b. Collaborate with other CBA departments where relevant.
 - c. Maintain a culture of quality customer service at all points of contact with clients, colleagues, board and committee members, and other partners.

Qualifications and Essential Skills

Required

- At least two years of experience in the affordable housing sector as a resident, direct service provider, property manager, or other relevant role.
- Excellent communication skills and history of training/facilitation experience.
- Experience and/or aptitude for developing online trainings.
- Experience setting, achieving, and adapting goals and priorities according to a changing environment and emerging needs.
- High degree of integrity, strong leadership, analytical, and problem-solving skills.
- High attention to detail, self-starter, and strong ownership of quality work product.
- Willingness and ability to travel as necessary.

Desirable

- Experience in financial capability, credit-related education.
- Experience with WordPress a plus.
- Comfort with a fast-paced work environment, multitasking, and large amounts of data or information.
- Previous experience learning complex rules and manuals a plus.

Location: CBA is headquartered in Washington, DC, but has remote staff located across the country including in Portland, OR; Colorado Springs, CO; Chicago, IL; Atlanta, GA; and Pittsburgh, PA. Due to the pandemic, all staff are currently working remotely. Due to the nature of the work, we particularly welcome applicants from Portland, Washington, DC, and California, however, this position can be done remotely from anywhere in the country.

Salary & Benefits

Total Compensation Salary: \$45,000 – \$55,000.

CBA offers competitive health, dental, and vision benefits, short- and long-term disability, a Flexible Spending Account, 403(b) retirement savings-plan with employer match, and generous paid time off and holiday policies.

Equal Opportunity Employer: CBA is an equal opportunity employer. We celebrate the diversity and lived experiences of our community and are committed to creating an inclusive environment for all employees. Qualified persons are encouraged to apply regardless of their race, color, religion, sexual orientation, gender identity or expression, age, national origin, marital status, disability, veteran status, or record of arrest or conviction.

How to Apply: For full consideration, candidates should provide a resume and cover letter that addresses the responsibilities and qualifications described above and submitted by email to careers@creditbuildersalliance.org. Please include the job title "Rent Reporting Specialist" in the subject of your email. We will begin reviewing applications January 11th2021.

About CBA

CBA is an innovative national nonprofit network dedicated to building the capacity of a diverse and growing network of hundreds of nonprofits (CBA members) across the country that help low- and moderate-income households build strong credit and other financial assets. CBA was created by and for our nonprofit members as a bridge to the modern credit reporting system to help millions of individuals with poor or no credit participate in the mainstream financial system by building credit. Learn more about CBA at www.creditbuildersalliance.org.