
Profile

Ally

First Name

L

Middle Initial

Upton

Last Name

Email AddressHome AddressSuite or Apt

OLYMPIA

City

WA

State

98501

Postal Code

Primary PhoneAlternate Phone

Director of Housing

Occupation

Which Boards would you like to apply for?Home Fund Advisory Board: Submitted

Select Your Neighborhood (you must live within Olympia City limits to serve on a board or commission) *☒ Eastside**If you choose "other" please write in your neighborhood here:**

Interests & Experiences[Employment_History.pdf](#)

Upload a Resume

Employment History

2018-Present

Director of Housing –SPS Habitat for Humanity

- Management of the housing department and its staff
- Homeowner support
- Facilitation of all homebuyer education classes
- Oversight of compliance with state and federal housing laws regulations related to low income housing (CBDG, HOME, and H.T.F grants)
- Develop relationships and collaborate with local government and other non-profit organizations
- Oversight of Family Selection
- Represent Habitat for Humanity at all state and local committees related to housing and homeownership needs
- Management of all aspects of compliance with Fair Housing, Equal Credit Act, and other relevant laws
- Collaborate with construction team in order to execute 5-year strategic plan
- Collection of quantifiable homeowner data to evaluate success and impact of program through regular pre- and post- homeownership surveys

2017-2018

Family Self Sufficiency Coordinator-Pierce County Housing Authority

- Work with current Section 8 recipients towards ending generational poverty
- Assist families to reach the goal of homeownership
- Facilitate classes on finances, goal setting and personal budgeting
- Host community resource meetings with local government and other non-profit organizations
- Partner with other community resource organizations and connect them to participants to assist with needs outside of housing

2015-2017

Community Manager-Morris Management

- Work directly with Board of Directors of Homeowner Associations
- Work with vendors to schedule projects
- Create annual budgets for each community in my portfolio
- Enforce compliance of all communities
- Accounts Payable
- Accounts Receivables
- Conduct monthly Board meetings
- Facilitate annual community meetings

2014-2015

Community Manager-Low Income Housing Institute

- Management of 4 government funded property
- Work with government funders (HUD/SHA/Enterprise/Tax-Credit)
- Work with homeless families to assist them to gain permanent housing
- Providing resource information and case management to each resident
- Schedule vendor
- Conduct annual Fair Housing training
- Collect monthly rent
- Organize community events
- Accounts Receivable
- Account Payable
- Manage office and staff

2012-2013 Tumwater, WA

Community Manager-PrimeLocatons, Inc

- Management of 104 units
- Receive monthly rent
- Schedule vendors
- Market to potential tenants
- Manage all staff and office communication both incoming and out going
- Organize annual activities for the community
- Conduct annual Fair Housing training
- Facilitate annual community meeting
- Accounts receivable
- Accounts payable

2010-2012 Olympia, WA

Portfolio Manager- VIS Group, Inc

- Work directly with Board of Directors of Homeowner Associations
- Work with vendors to schedule projects
- Create annual budgets for each community in my portfolio
- Enforce compliance of all communities
- Accounts Payable
- Accounts Receivables
- Conduct monthly Board meetings
- Facilitate annual community meetings