



JOB ANNOUNCEMENT

JOB TITLE: **Continuum of Care Assistant Director of Planning**

ABOUT THN:

Incorporated in 1991, Texas Homeless Network (THN) is a 501(c)(3) non-profit organization that is dedicated to addressing homelessness statewide through education, resources, and advocacy. THN provides training and technical assistance on best practices to prevent and end homelessness. THN serves as the lead agency and Homeless Management Information System (HMIS) lead agency for the TX BoS CoC which covers 215 counties in the state.

DESCRIPTION:

THN seeks to fill the full-time position of CoC Assistant Director of Planning. This position supports the CoC Director and manages three Planning team members. The CoC Assistant Director of Planning coordinates the Planning Team, which includes project management and delegating tasks. This position oversees projects and supervises the day-to-day operations of the Planning Team, provides guidance to team members, distributes the workload appropriately and keeps motivation and performance levels high. It is the CoC Assistant Director of Planning's duty to guide the team's vision and ensure that plans are developed, implemented, and completed. If changes are needed, this position will problem-solve with team members to course correct. The CoC Assistant Director of Planning will participate in strategic planning and implementation of the CoC Work Plan as it pertains to the Planning Team and coordinate initiatives to advance the CoC's strategic goals. This position is grant funded, and employment is contingent on the continued receipt of grant funds.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Leading the TX BoS CoC Planning Team (75%)

- Supervise three staff members: Systems Change Coordinator, CoC Performance Coordinator, and ESG and SSVF Performance Coordinator
- Stay current on research pertaining to housing and homelessness and national best practices



- Work collaboratively with all department managers and directors to make sure operations are running smoothly in tandem with one another
- Mentor team members
- Define and discuss information and policies from top management to team members and team members to top management
- Inspire and provide guidance to lower-level managers to assist them in performance improvement and accomplishment of CoC objectives
- Diagnose and resolve problems within and among team members or teams
- Review team member's materials, as needed, to ensure high quality materials are being released to TX BoS CoC General Members
- Assess improvement education and training needs of team members; develop appropriate strategies, implement support plans, monitor outcomes and improvements; arrange for and /or develop training and TA materials
- Coach, mentor, and develop staff, including overseeing new employee onboarding and providing career development planning and opportunities
- Lead the hiring process for vacant positions on the Planning Team and staff the team appropriately
- Support team members

TX BoS CoC Planning and Operations (25%)

- Assist with and contribute to the annual CoC Program Notice of Funding Availability (NOFA) competition; during this period more than 25% of this position's time may be spent on the competition
- Participate in strategic planning and implementation of the CoC Work Plan
- Produce, support, and participate in TX BoS CoC webinars
- Provide support to the CoC Director

QUALIFICATIONS:

- Bachelor's Degree required; Master's preferred in public policy, public administration, social work, data analysis, social sciences or related field. Relevant work experience considered in lieu of graduate degree
- Passion for social justice issues and desire to work toward the goal of ending homelessness
- Experience working with people experiencing homelessness
- Management experience in a team-oriented workplace preferred



- Excellent interpersonal skills relating to communication, motivation, and mentoring internal and external partners: communicating, observing and active listening, assessing performance, giving and receiving feedback, prioritizing, aligning resources, and organizing processes and tasks
- Strong project management skills
- Experience and management of homeless assistance programs, such as the Continuum of Care (CoC) Program, Emergency Solutions Grant (ESG) Program, or other privately funded homeless projects
- Experience applying for funding, preferably federal funding like Continuum of Care Program funding
- Strong ability to collaborate with others to plan, implement, and finish high quality projects
- Communication skills, including ability to train groups, write documents, and create training materials
- Ability to create and manage complex spreadsheets and reports
- Ability to lead and develop a department and department staff members
- Strong time management and delegation skills
- Skill with aligning teams
- Strong conflict resolution skills including skills pertaining to problem-solving and decision-making
- Ability to practice a high level of confidentiality
- Experience and proficiency with ClientTrack HMIS, esnaps, and SAGE preferred
- Experience and proficiency with Microsoft Excel preferred
- Experience with Adobe Connect preferred

WORKING CONDITIONS:

- Must be available to travel up to 20 percent of the time

PAY AND BENEFITS:

- \$62,000/ year
- Benefits provided include health insurance, dental insurance, parental leave, and a matching retirement plan

HOW TO APPLY: Email a cover letter, resume, and list of three references to hr@thn.org. The application deadline is 09/14/2018.



Only those selected for an interview will be contacted. Priority consideration is given to people with lived experience of homelessness.

THN is an Equal Opportunity employer that offers positions with varying skill levels and responsibilities that amplify our mission. We strongly encourage members of traditionally underrepresented communities to apply, including people of color, LGBTQ identified people, gender-nonconforming people, individuals with disabilities, veterans, and people who speak a language in addition to English.