



Position Title:	Housing Solutions Project Manager
Department:	Texas Balance of State
Reports To:	Chief Operating Officer
Salary:	This position starts at \$60,000 annually and is negotiable depending on experience
Position Type:	Full-time, Exempt
Additional Information:	No specific degree is required for this position. Interested candidates should highlight any education, training, or experience that will help them thrive in this position. This is a time-limited position.
Deadline to Apply:	Open until Filled
Date Created/Revised:	8/30/2024

DESCRIPTION:

The Housing Solutions Project Manager will play a pivotal role in planning, coordinating, and executing the critical aspects of the Bezos Day 1 Families Fund project. The goal of the project is to provide stable housing and supportive services to families in need, beginning with veteran-led households. The position will develop a comprehensive plan for utilizing the project funds to prevent and end family homelessness within the Texas Balance of State Continuum of Care (TX BoS CoC). The Project Manager will also lead outreach efforts to inform community members about the project and gain external stakeholder buy-in and, when possible, direct or in-kind support for the project’s goals. This role is responsible for providing positive leadership, staff supervision, and development to the Housing Solutions team while promoting THN’s mission and values. The ideal candidate for this position must be a dedicated individual who has strong project management skills, is a team player, and is committed to developing a new project to prevent and end family homelessness.

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, Collaborative Applicant, and Homeless Management Information System (HMIS) lead agency for the TX BoS CoC, which covers 215 counties in the state.

QUALIFICATIONS:

Required

- Passion for justice, equity, and the desire to work toward the goal of preventing and ending homelessness
- Proficient in Microsoft Office products (Word, Excel, and PowerPoint)
- Desire to engage in personal and organizational growth toward building equitable systems and responses

to the housing crisis

- Proven experience in project management, particularly in homeless or social services
- Excellent communication skills, with the ability to engage diverse stakeholders and articulate the project goals effectively
- Excellent relationship-building skills, strong organization, and follow-up skills
- Must be able to utilize creative strategies to engage external partners and maintain effective working relationships with key stakeholders
- Demonstrated leadership abilities, including decision-making, problem-solving, and team coordination
- Ability to work independently, prioritize tasks, and manage multiple tasks simultaneously
- Demonstrated ability to maintain confidentiality of highly sensitive information, and demonstrated professionalism, reliability, and responsibility
- Commitment to equity, diversity, and inclusion in all aspects of project development and implementation

Preferred

- Experience working with people experiencing homelessness, lived experience of homelessness or housing instability
- Strong understanding of social justice issues and community development strategies
- Strong understanding of veteran issues, including homelessness, mental health, and employment challenges
- Working knowledge of the root causes of and solutions to preventing and ending homelessness
- Knowledge and experience in funding development

WHAT YOU'LL DO:

Project Planning and Implementation (100%)

- Serve as the main point of contact internally and externally for the Bezos Day 1 Families Fund project
- Develop comprehensive project plans outlining goals, deliverables, timelines, and resources required
- Design a project tailored to meet the specific needs of families at risk or experiencing homelessness, focusing on housing solutions, employment assistance, healthcare access, and education opportunities
- Develop and oversee budgeting and resource allocations to maximize the impact of available funds
- Create and implement project policies and procedures
- Cultivate and maintain strong relationships with community partners, funders, and other stakeholders to enhance collaboration and support
- Assists with developing an appropriate data collection plan
- Regularly monitor progress, analyze data, and prepare reports to demonstrate outcomes to inform decision-making and process improvement
- Establish metrics and evaluation frameworks to assess the effectiveness and efficiency of the project
- Provide training and support to the team on continuous improvement, facilitation, and technical assistance
- Identify and participate in ongoing training and professional development opportunities for the team
- Other duties needed to help fulfill THN's mission and values will be assigned

WORKING CONDITIONS:

- General office-related work at the THN offices or in a remote location
- Applicant's primary residence must be located in the State of Texas
- Must be available to travel within Texas up to 15% of the time annually with two weeks' notice when possible
- Available nights and weekends during large projects like the Continuum of Care (CoC) Program

Notice of Funding Opportunity (NOFO), other funding competitions, or fundraising events. Unlikely to be more than once per quarter

BENEFITS:

- THN offers generous employee benefits including:
 - 100% employer-paid health, dental, and vision insurance, and 50% employer-paid for dependents
 - 2% employer matching 401(k) retirement plan
 - Paid time off such as holidays, self-care days, and winter break
 - 12 weeks of paid parental leave
- Flexible work schedule and opportunity to remote work with supervisory approval

APPLYING:

Are you intrigued by this job announcement but don't meet every single requirement? THN is committed to employment equity, and building a diverse and inclusive workplace. If you're excited about this position but your experience doesn't line up perfectly, please apply anyway.

Email a resume to hr@thn.org. This position will remain open until filled. Only those selected for an interview will be contacted. Please include **"Housing Solutions Project Manager"** in the subject line of all communication about this position.

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 those with a lived experience of homelessness; people of color, LGBTQ-identified people, gender-nonconforming people; as well as individuals with disabilities, veterans, and people who speak a language in addition to English.

INTERVIEW PROCESS:

What to expect as an applicant for a THN position:

- The applicant will receive an email from Human Resources/Hiring Manager to schedule an interview
 - Currently, all interviews will take place virtually
- The applicant will receive interview questions before the interview
- The applicant will be notified via email promptly if an additional interview is required or if they will not be moving forward in the hiring process
- After the final interview, selected applicants will schedule a phone call with the President/CEO
- Once final employment decisions are made, all applicants will be notified of the decision via email