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| Job Title: | **Homeless Programs Manager** |
| Department: | **Community Services** |
| Reports to: | **Homeless Prevention Programs with Division Lead Manager** |
| Grade: | **M** |
| Supervises: | **Homeless Prevention Staff** |
| FLSA Status: | **Exempt** |
| Prepared by: | **Sarah Hughes** |
| Date: | **May 4, 2021** |
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| **Purpose:**  The Homeless Programs Manager will work in partnership with the Homeless CoC Div. Lead Programs Manager and the Community Services Director to administer the homeless programming of the Community Services’ department. | |
| **Essential functions:**   * Work with the HP Div. Lead COC Manager to coordinate the monthly and annual reporting and draw requirements for all MSHDA, DHHS, VA SSVF and HUD Homeless Grants and programs. * Work with the HP Div. Lead CoC Manager to coordinate, develop, and maintain Homeless Prevention outreach to community organizations, businesses, and other service providers in the region. Develop new resources/programs as appropriate. * Supervise the Administrative Supervisor and the Coordinated Entry/HMIS team. * Annually coordinate the grant renewal process for all Homeless Program Grants. Work on team to write and submit the grants. * Annually coordinate and initiate the MOU’s and MOA’s for all community partners and subgrantees for all Homeless Program Grants. Work with Management team on the need for new MOU’s and MOA’s and review for approval. * Be a Specialist on Grant program eligibility expenses for the HP supervisors and staff to refer to when funding questions arise. * Work with the 4 HP Supervisors and HP COC Manager to prepare monthly Homeless Prevention program reports and requested updates for NMCAA Board of Directors. Prepare and discuss grant resolutions and information that requires board action with the board. * Work with the HP Team to develop public information and coordinate activities designed to promote and support understanding and utilization of the Homeless Response System by NMCAA components, other agencies, and the community at large. * Work with the HP Team to develop and maintain Match projections, receipts, and logs for all HUD grants. * Attend monthly coalition and BOS program meeting in support of the HP programs. * Work with the 4 HP Supervisors and HP COC Manager to prepare the Homeless Prevention segment of the NMCAA Annual Report each year. * Research, Develop and Apply for new funding streams by applying for grants, seeking individual donations, and business development to ensure there are financial resources for programmatic activities, goals, and objectives in the work to end homelessness. * Seek out new and innovative homeless programming and funding opportunities to continue to grow NMCAA’s homeless services to better meet the needs of the homeless in the service area. * Develop, together with Homeless Prevention staff, annual Program progress goals (ROMA). In collaboration with the CS Director and HP CoC Program Manager, develop action plan to achieve HP financial stability under the direction of the agency’s strategic plan. * Work with the HP Team to develop public information and coordinate activities designed to promote and support understanding and utilization of the Homeless Response System by NMCAA components, other agencies, and the community at large. * Work closely with CS Director and other CS Department management to promote and continue overall department and agency cohesiveness and philosophy, and coordination of programming and flow of information. Attend all CS Management meetings. * Develop a fundraising strategy to support Homeless Prevention activities that will assist staff in ending homelessness in all counties. Ensure strategy is carried out. * With the HP CoC Div. Lead Programs Manager, conduct quarterly staff meetings with Homeless Program staff, keeping them informed of program changes, and strategic direction. * Develop and update an annual marketing plan to communicate activities of the homeless programs and NMCAA programming to the public and potential service recipients, in all counties that we serve. * Perform other duties as requested. | |
| Position Objectives:   * To effectively and efficiently perform essential functions to end homelessness in our communities. | |
| **Measured by:**   * Annual performance reviews * Annual ROMA reports * Ongoing assessment | |
| **Minimum Education:**   * BA/BS in relevant field, MS preferred or equivalent experience. | |
| **Minimum Experience:**   * 5 years’ previous experience. | |
| **Essential Abilities:**   * A commitment to the NMCAA philosophy and mission. * Ability to maintain confidentiality. * Ability to interact positively with co-workers and clients in a non-judgmental, tactful, and courteous manner. * Ability to suggest innovative approaches in completing job responsibilities. * Ability to work openly and cooperatively as a team member. * Ability to perform physical tasks to carry out specific job duties. * Ability to effectively communicate (written and verbal) with staff and management. * Ability to carry out all required functions to meet annual program goals. | |
| **Minimum Skills Required:**   * Strong communication skills including, listening, verbal, and written communications. * Strong organizational and management skills. * Leadership skills to develop and mentor staff. * Excellent report building skills to establish or maintain community partnerships with other organizations. * Ability to read, interpret and create annual and monthly budgets and reports. | |
| **Minimum Physical Expectations:**   * Be able to drive and travel as needed. * Physical activity that often requires extensive time working on a computer, involving keyboarding, sitting, and phone work. | |
| **Minimum Environmental Expectations:**   * The Homeless Program General Manager position operates in an office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. | |