



**Corporation for Supportive Housing**  
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**Program Manager – Southern California  
San Diego Office  
California Program**

**The Organization:**

The Corporation for Supportive Housing (CSH) is a national, nonprofit organization that helps communities create permanent housing with services to prevent and end homelessness. CSH advances its mission by providing high-quality advice and development expertise, by making loans and grants to supportive housing sponsors, by strengthening the supportive housing industry, and by reforming public policy to make it easier to create and operate supportive housing. CSH delivers its core services primarily through staff stationed in 11 states (California, Connecticut, Illinois, Indiana, Michigan, Minnesota, New Jersey, New York, Ohio, Rhode Island and Texas) and the District of Columbia. CSH reaches many other communities that request assistance through its National Program staff and Consulting and Training Unit.

The California program operates from three offices: Oakland, Los Angeles and San Diego. CSH California provides direct assistance to community-based nonprofit organizations, government agencies, and others working to create supportive housing. We are looked to as a vital resource to the growing supportive housing industry, and act as a catalyst in the development and operation of supportive housing by bringing together people, skills, and resources.

**The Position:**

The California Program is seeking an energetic, results-oriented Program Manager (PM) to work in several specific jurisdictions in Southern California (San Bernardino, Orange County, and San Diego). Responsibilities include: advancing and coordinating Technical Housing Consultant activities under the Mental Health Services Act (MHSA) and expanding the capacity of CSH-San Diego. The PM will work with local providers and government to effectively use available resources to increase the supply of affordable housing for persons with serious mental illness. The PM will play a critical role in assisting in the development and implementation of program activities related to MHSA. Responsibilities will include technical assistance to counties and supportive housing project sponsors, convening and facilitating meetings, preparation and monitoring of lending actions, policy analysis, developing recommendations and reports, advocacy, program development, research, delivery of training activities, monthly tracking and reporting, and external communications. The location of the PM position is flexible, and the PM could be located in (or proximate to) one of the relevant Southern California jurisdictions.

**Responsibilities:**

- Lead the implementation of MHSA Housing Technical Assistance in select Southern California jurisdictions.
- Lead CSH's programmatic responses to the Technical Housing Consultant contracts under the Mental Health Services Act.
- Convene and facilitate meetings throughout the year focused on identifying and implementing strategies to increase supportive housing in the region.
- Assist nonprofit housing and service providers with the creation of supportive housing by providing technical assistance. The range of technical assistance includes initial project feasibility assessments, assistance with siting projects, planning, site visits to view existing supportive housing, brokering partnerships, developing referral processes, drafting or reviewing support service plans, financial analysis, identifying and securing project financing, building neighborhood support, and other areas as needed.
- Represent CSH in internal and public forums, including CSH committees, training sessions, public presentations, and meetings with external partners, policymakers, and stakeholders. Design and deliver trainings as needed.
- Implement and oversee reporting systems, and other tracking tools, related to CSH's reporting requirements. Reporting requirements includes a monthly summary report. Communicate in a timely fashion with the County contract representatives via email, fax, telephone, voice mail and/or phone messaging services.
- Plan and coordinate meetings and training sessions by participating in planning groups; preparing agendas and notes; acting as liaison with CSH teams and external consultants on various issues; tracking assignments, due dates and completion.

- Assist in the development of financing strategies for supportive housing. Review and evaluate support services plans for projects as part of CSH's underwriting process.
- Maintain a calendar of CSH's program activities.
- Proactively create and maintain relationships with staff, community partners and other key stakeholders.
- Occasional travel within California and other states required.
- Perform any other organization related duties or special projects as directed by the Director-San Diego or Managing Director.

**Qualifications:**

- Bachelor's degree or advanced degree in related field strongly preferred. Experience may substitute for education.
- Minimum of four years of progressively responsible experience in public or nonprofit housing or social services setting which includes supportive or affordable housing, community development, support services, employment services, program management and/or coordination with community-based organizations serving low-income, homeless and/or disabled people.
- Familiarity with relevant state and local policy as well as financing mechanisms for operating and support services.
- Experience with development, underwriting, and/or operations of supportive or other affordable housing projects preferred.
- Excellent verbal and written communication skills.
- Strong organizational, project management, research, and analytic skills.
- Strong computer skills. Demonstrated proficiency using Microsoft Office Suite (Word, Excel, Access, Outlook).
- Familiarity with and/or interest in issues related to supportive housing including homelessness, low-income housing, finance, state and local policies, social service delivery, community development, mental illness, HIV/AIDS, harm reduction, etc.
- Eagerness and ability to manage a diverse set of tasks.
- Skilled in facilitation, team building, forging collaborative partnerships, and developing and maintaining strong relationships within the community, and in convening and engaging people from diverse groups and sectors.
- Ability to realistically assess capacity and provide technical assistance on a group or individual basis.
- Must have the ability to work independently with minimal supervision, exercise solid judgment on a range of issues, and be able to represent CSH in public forums with a high level of professionalism.
- Demonstrated ability to work effectively with professional staff, government agencies and community-based organizations.

**Contact:**

Candidates should e-mail their resume and cover letter describing their interest in this position, salary requirements, and where you learned of the position to: [\*\*jobs@csh.org\*\*](mailto:jobs@csh.org)

Mailed applications may be sent to:

Corporation for Supportive Housing  
 Human Resources Department  
 50 Broadway, 17<sup>th</sup> Floor  
 New York, NY 10004  
 Fax: 619.232.3125

*The Corporation for Supportive Housing is committed to a policy of equal treatment and opportunity in every aspect of its relations with staff members and prospective employees, and will not discriminate against applicants for employment because of race, creed, color, national origin, age, disability, marital status, sex, or sexual orientation. CSH is also committed to a policy of affirmative action in the hiring of staff and encourages employment applications from people who are representative of the culturally and ethnically diverse communities CSH serves.*