



JOB ANNOUNCEMENT
Program Manager / Senior Program Manager
Los Angeles Program

Corporation for Supportive Housing
800 South Figueroa, Suite 790
Los Angeles, CA 90017
T 213.623.4342
F 312.332.7040
www.csh.org

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 15 states. CSH also reaches many other communities that request assistance from its National Program staff.

CSH's Los Angeles Program office opened in 2004 with one full-time employee and has since grown to a staff of 12, led by a Director and two Associate Directors, with a dedicated \$30MM revolving loan fund, an annual supportive housing training institute, and several ongoing industry capacity building initiatives. Since 2004, CSH has provided over \$30MM in predevelopment and acquisition loans, \$2.4MM in grants, and project-specific technical assistance that stimulated the development of over 2,300 new units of permanent supportive housing throughout Los Angeles County. Our systems change efforts have led to local public investment of over \$300 million at the City and County levels, subsidizing capital, operating, and services costs, of new supportive housing developments throughout Los Angeles.

Veterans Initiative

Thanks to generous support from the Conrad N. Hilton Foundation, CSH is creating a local initiative targeting high-need veterans. In concert with CSH's national veteran initiative; the Los Angeles Program will engage veteran service providers and Veterans Affairs Administration (VA) staff to create new supportive housing targeted to chronically homeless and homeless veterans with an emphasis on increasing VA and VA-contracted provider's capacity to offer the Housing First model.

CSH will hire a Program Manager to support this initiative. Candidates should have experience working with veterans. Depending on experience and expertise, CSH may hire at the Senior Program Manager level.

Position requirements:

CSH is seeking a creative, goal oriented individual with project management experience to support CSH's project management business model. Under the direction of the Associate Director of the Los Angeles office, the position will be responsible for managing and meeting the outcomes and objectives of the Conrad N. Hilton Foundation Initiative while also advancing CSH's strategic goals and priorities by providing project and program specific assistance, training and capacity building to community-based partners in both the public and private sectors.

Responsibilities:

- Cultivate and maintain relationships with key local and state stakeholders, including government representatives, non-profit organizations and technical assistance providers
- Assess public systems, identifying barriers and opportunities to foster systems change resulting in the creation and redirection of supportive housing for CSH's target populations
- In collaboration with the Associate Director and LA staff, provide the needed technical assistance and training to increase the capacity of the Los Angeles Supportive Housing Industry
- In collaboration with the Associate Director and Director, determine how to re-grant funds and/or leverage additional funds to implement the Conrad N. Hilton Initiative
- Work with local organizations to build and support a development pipeline to increase the supply of supportive housing for CSH's target populations
- Collaborate with local staff and the CSH policy staff to identify public policy issues emerging from the broader supportive housing field
- Participate in the development of a policy agenda and engage key external partners in advancing this agenda
- Assist in CSH's evaluation efforts related to the Conrad N. Hilton Initiative.
- Work with existing PSH providers to improve the operation and effectiveness of existing PSH units.
- Prepare timely reports for internal management and funders
- Administer and monitor consultant agreements
- Perform any other duties or special projects as assigned by the supervisor.
- Regular local and occasional state/national travel required

Qualifications:

Successful candidates will be adaptive, entrepreneurial, problem solvers with a demonstrated commitment to social justice. Their work will be driven by strategic thinking and executed with creativity and flexibility.

- Bachelor's degree; advanced degree preferred. Equivalent experience may substitute for education.
- Minimum of 5 years of experience in low income/supportive housing development and/or housing operations, housing-based supportive services, underwriting and financial analysis, funding of low-income and affordable housing programs, or community development activities; experience in the supportive housing field is preferred.
- Knowledgeable of some of the issues related to supportive housing including homelessness, low-income housing and community development, finance, state and local policies, social service delivery, community development, mental illness, AIDS, harm reduction, etc.
- Demonstrated skills at building collaborative partnerships
- Demonstrated experience at managing multiple assignments effectively.
- Ability to take initiative and pursue goals with minimal supervision.
- Strong analytical, interpersonal, presentation and written and verbal communication skills.
Excellent computer skills including extensive knowledge of MS Word and MS Excel, Microsoft Outlook, and ability to manage on-line learning communities.

In addition, candidates should have expertise and knowledge of VA system, homeless veterans services and general veterans programs; ability to work in collaboration with CSH National Veterans Initiative staff.

To Apply:

Candidates should submit a resume and cover letter as attachments describing their interest in the position to jobs@csh.org. Please include position location in the email subject line.

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.