



## **JOB ANNOUNCEMENT** **New England Associate Director**

### **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 13 states (Arizona, California, Connecticut, Illinois, Indiana, Michigan, Minnesota, New Jersey, New York, Ohio, Oregon, Rhode Island, and Texas) and the District of Columbia. CSH also reaches many other communities that request assistance from its National Program staff.

### **The Position:**

**The Corporation for Supportive Housing is seeking a creative, goal-oriented individual to serve as Associate Director.** Reporting to the Director of the New England Program, the Associate Director will oversee and manage programmatic, technical assistance and unit development activities, serving as team leader and provide day to day supervision of professional staff with primary responsibility for implementing technical assistance, units development and innovation projects for CSH target populations.

Additionally, the Associate Director will develop and implement innovative approaches to expand supportive housing's reach to vulnerable and high costs populations (such as high users of health care, criminal justice system, detox, etc.) in New England with a primary focus on Connecticut. The Associate Director will also assist with development of strategic planning and communications as a part of the Eastern Region.

The Associate Director will also provide support to the staff responsible for providing financial and technical assistance to nonprofit and public organizations around the financing, creation and operation of supportive housing. Ideal candidates will be highly motivated, inspired, and creative individuals, who are also able to link policy to "on the ground" practice. CSH seeks a professional with strong skills in project management and the proven ability to work well independently and within a multi-disciplinary team environment and manage multiple projects and priorities.

### **Responsibilities**

- Assist the Director in managing CSH New England's programmatic, technical assistance and unit development activities.
- Supervise program staff to, ensure that assignments are fully understood and completed, and foster an environment based on quality teamwork, mutual accountability and high quality performance.
- Coordinate training and knowledge exchange activities and improve provider access to needed technical assistance and peer learning opportunities. This includes leading Institutes and developing curriculum.
- Work with the New England Director, CSH Government Affairs, Consulting & Training and Communications units to aid the creation and dissemination of manuals, guides and other resource tools intended to promulgate best practices.
- Assist and lead the Connecticut Office in delivering trainings on topics such as health care reform, successfully working with tenants, substance use and harm reduction, and supportive housing development, and deliver technical assistance directly to supportive housing provider organizations.

- Assist the Director with planning and developing strategies for refining, targeting or expanding current program activities both within CT and throughout New England. Facilitate staff input in developing CSH Connecticut's annual work plan.
- In collaboration with regional and national staff and key partners, manage and oversee program initiatives in Connecticut aimed at increasing housing access and stability for new and emerging populations and work to promote policy reform and systems integrations across human services, health, criminal justice and housing sectors. Work will include: assessing and building the capacity of local government and non-profit organizations involved in model development and project implementation; engaging key external partners in developing and advancing policy agendas; and supporting evaluation of CSH's impact.
- Assist the Director in managing essential team functions, including:
  - Develop budgets and monitor budget performance;
  - Monitoring and preparing financial reports;
  - Preparing reports for internal management, advisory boards and funders;
  - Managing internal tracking systems and monitor the overall performance of program activities; and
  - Fundraising and communication activities.
- Assist the Director with efforts to protect and expand public and private investment in supportive housing in Connecticut and to engage mainstream systems of care in collaborative design and funding of integrated housing and service programs.
- Develop and maintain contact and communication with proponents of supportive housing statewide. Cultivate and maintain high quality relationships with CSH customers such as project sponsors, developers and service providers, state and local government, advocates and provider associations.
- Act on behalf of the Director in the Director's absence.
- Work on regional efforts throughout the Eastern Region and other duties as assigned.
- Work-related travel may be required regionally and could include occasional travel outside of the region.

### **Position Qualifications**

All CSH staff share a common competency framework. This guides our approach and in turn, helps us create value. Successful candidates will be adaptive, entrepreneurial problem solvers with a demonstrated commitment to social justice. CSH seeks candidates driven by strategic thinking, executed with creativity and flexibility with an ability to adapt approach, strategy, and tactics rapidly in response to changing information or program need. It is important to articulate and strategically pursue new visions and ideas for supportive housing, and the role it can play in solving complex problems.

### **Specific skills and experience include:**

- Minimum of seven years professional experience preferably in the fields of program development, policy analysis and policy reform in one or more of the following areas: supportive housing, social services delivery, re-entry, veterans, child welfare, substance abuse programs and other related areas. Experience in health policy and/or Medicaid is a plus,
- Demonstrated passion for the mission and possess the leadership and management skills necessary to advance and realize CSH's vision and further enhance the organization's reputation in communities by effectively managing relationships with a diverse array of constituents.
- Demonstrated skills at building high quality teams and assisting staff with project management, including setting performance expectations and managing multiple priorities.
- Documented experience in developing supportive housing, in delivering supportive services, or in shaping and managing public programs for CSH's target populations.

- Demonstrated ability to provide technical assistance and to plan, organize and administer programs and large group trainings.
- Proven success in working with foundations is highly desirable, along with a proven ability to generate revenue in a creative manner.
- Ability to work well independently and within a multi-disciplinary team environment, manage multiple projects and priorities and working cooperatively to meet internal and external requests.
- Ability to set and manage realistic work goals for staff along with ability to organize, facilitate and focus a team of professionals.
- Excellent written and verbal communications skills.
- Strong analytical, interpersonal, communication and presentation skills.
- Proficiency in using Microsoft Office Suite including Word, Excel, Power Point and Outlook

**To Apply:**

Candidates should apply by clicking on the link below. All candidates should attach their **Resume, Cover letter and Salary Expectations as one Microsoft Word or PDF document.**

<https://home2.eease.adp.com/recruit/?id=12329152>

(Please note that some internet browsers may not allow you to upload files, if this is the case please copy and paste your resume and cover letter in the text box)

*CSH 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.*