



## **JOB ANNOUNCEMENT**

**Associate Director**  
Los Angeles

### **The Organization**

CSH transforms how communities use housing solutions to improve the lives of the most vulnerable people. We offer capital, expertise, information and innovation that allow our partners to use supportive housing to achieve stability, strength and success for the people in most need. CSH blends over 20 years of experience and dedication with a practical and entrepreneurial spirit, making us the source for housing solutions. CSH is an industry leader with national influence and deep connections in a growing number of local communities. We are headquartered in New York City with staff stationed in more than 20 locations around the country.

### **The Team**

Since opening in 2003, the CSH Los Angeles Program has advanced the creation of thousands units of supportive housing (SH) and an equal number of affordable housing units through technical assistance, capacity building, and direct lending. The Los Angeles team has worked closely with providers, local communities, cities, and the county to establish strategic approaches to reducing homelessness in Los Angeles. The Los Angeles team includes 8 full time staff members and is led by the Los Angeles Director.

Current key program activities include:

- Implementing 3 key **population-specific initiatives** in Los Angeles targeting financial and technical assistance to providers and government agencies housing and serving homeless Frequent Users of Health Services, Formerly Incarcerated Individuals, and Transition Age Youth;
- Providing project-specific financial assistance through loans and grants and one-on-one technical assistance;
- Facilitating **peer learning circles** (including the Property Management Knowledge Exchange and the Supportive Housing Community Advocates project) and disseminating the *Dimensions of Quality* to help project sponsors create and operate SH of the highest quality according to established best practices;
- Providing technical and financial assistance to local communities, providers and government agencies to expand the supply of supportive housing;
- Implementing and supporting progress toward the capacity and systems change objectives identified in the **Home for Good Plan**, a 5-year plan to end chronic and veteran homelessness in Los Angeles County.

### **Position Responsibilities:**

**The Corporation for Supportive Housing is seeking a creative, goal-oriented individual to serve as Associate Director.** Reporting to the Director of the Los Angeles 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, grant-making, capacity-building, and innovation projects for CSH's target populations.

The Los Angeles program advances a robust unit production / lending program. The Associate Director will also provide support to CSH's Community Investment team, which is responsible for providing financial assistance to nonprofit and for-profit SH developers. The Associate Director's responsibilities will include developing and marketing CSH financial products, relationship cultivation, developing and leading training/capacity building efforts.

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.

The Los Angeles Program is part of CSH’s Western Region. As such, the Associate Director may be assigned project management or implementation responsibility for efforts occurring in other parts of the Western Region on occasion.

### **Responsibilities**

- Assist the Director in managing CSH Los Angeles' programmatic, policy, capacity building, technical assistance and unit development activities.
- Supervise program staff, including six program/senior program managers, to ensure that staff receive high-quality supervision and coaching and assignments are fully understood and well executed.
- Foster an environment based on quality teamwork, mutual accountability and high-quality performance.
- Set strategic direction for capacity building goals and agenda to assist industry in expanding SH production and producing and operating high-quality SH.
- Develop and maintain contact and communication with proponents of supportive housing locally. Cultivate and maintain strong relationships with CSH customers, such as project sponsors, developers and service providers, local government, public agencies, advocates and provider associations.
- Assist the Director with efforts to protect and expand public and private investment in SH in Los Angeles and to engage mainstream systems of care in collaborative design and funding of integrated housing and service programs.
- Assist the Director with planning, developing and then implementing strategies for refining, targeting or expanding current programmatic or operational initiatives and activities.
- Oversee business development and implementation of contracts with public agencies and providers.
- Employ a project management model to ensure work is organized, team leads are identified, timelines are met, and overall products are delivered.
- Analyze and monitor overall programmatic and operational performance to ensure that targets are being met and the Los Angeles Program’s strategic priorities are being advanced.
- Use metrics and results to drive and inform future planning and goal setting efforts.
- Assist the Director in ensuring that the Los Angeles team meets funder requirements. Prepare reports for internal management and funders. Manage internal tracking systems and monitor the overall performance of program activities.
- Work on regional efforts throughout the Western Region as assigned by the Managing Director.
- Work-related travel may be required regionally and could include occasional travel outside of the region.
- Other duties as assigned.

### **Position Qualifications**

All CSH staff share a common competency framework. These competencies guide our approach and help us to create value. The successful candidate will be adaptable, entrepreneurial, collaborative, innovative, flexible, and a problem solver. Her/his work will be driven by strategic thinking and executed with creativity and efficiency. She/he will demonstrate patience and a commitment to treating others with respect.

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

- Minimum of seven years professional experience in supportive housing/affordable housing development and operations and/or homeless service delivery system. Experience in one or more of the following areas a plus: program development, policy analysis and reform, re-entry, veterans, child welfare, substance abuse, healthcare and/or Medicaid.
- Passion for, and demonstrated skills in, building and leading productive teams, including setting performance expectations and supporting staff to meet those expectations.
- Ability to set and manage realistic goals for staff along with ability to organize, facilitate and focus a team of professionals.

- Strong business development and contract management skills.
- Demonstrated ability to provide technical assistance, build capacity and lead successful trainings.
- Strong analytical, interpersonal, presentation, and written and verbal communications skills.
- Ability to communicate clearly and simply, coupled with a strong creative sensibility and ability to think critically and strategically.
- Proficiency in using Microsoft Office Suite including Word, Excel, Power Point and Outlook.
- Sound business ethics, including the protection of proprietary information.
- Bachelor's degree in a related field; advanced degree a plus. Equivalent experience may substitute for education.

**To Apply:**

Applications received by **July 31, 2014** are assured consideration.

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=12830502>

(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.*