



JOB ANNOUNCEMENT

Program Manager/Senior Program Manager Ohio

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, including Ohio.

The Position:

CSH is seeking an energetic, results-oriented Program Manager/Senior Program Manager (PM/SPM) to work across Ohio. The ideal candidate is an accomplished professional with strong skills in project management, managing multiple projects and priorities with the proven ability to work well both independently and within a multi-disciplinary team environment. Applicants should be highly motivated, inspired and creative individuals. Candidates should have experience and familiarity with permanent housing and services models for vulnerable populations. Direct experience with supportive housing or affordable housing is strongly preferred. Professional experience working in areas of affordable housing development, public housing, or related development is desired. Direct experience with supportive housing, housing first, quality assurance, and intergovernmental affairs are all preferred. Experience with health care delivery and finance and or employment a plus.

Responsibilities include: advancing and coordinating CSH's technical assistance and training activities to support the active pipeline of permanent supportive housing projects across the state; implementing new activities related to developing new PSH projects, especially in underserved areas or for high need populations, and or to meet specific needs identified by state policy initiatives. The PM/SPM will work with local nonprofit and for profit providers and governments to effectively use available resources to increase the supply of affordable housing for persons with behavioral health issues. The PM/SPM will play a critical role in assisting in the development and implementation of program activities related to CSH contracts and grants with the Ohio Housing Finance Agency (OHFA), the Ohio Mental Health and Addiction Services Agency (OMHAS), and the Ohio Capital Corporation for Housing (OCCH.) Responsibilities will include technical assistance to supportive housing partners on new and existing portfolios, marketing CSH financial products, developing and delivering training, convening and facilitating meetings, working with development consultants to ensure quality projects, working closely with stakeholders, including OHFA, OMHAS and OCCH, conducting research and analysis of need, developing recommendations and reports, monthly pipeline tracking and reporting, and external communications.

Responsibilities:

- Lead the implementation of CSH's supportive housing technical assistance across the state.
- Lead programmatic responses to the technical assistance and training requirements of OHFA and OMHAS contracts, and others as applicable.
- Develop, execute and delivery high quality training sessions and Institutes as required.
- Provide technical assistance to support the development of supportive housing. 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, financial analysis, identifying and securing project financing, building neighborhood support, the Dimensions of Quality, supportive service planning, property management and other areas as needed.
- Convene and facilitate meetings focused on identifying and implementing strategies to increase supportive housing.
- Assist with policy work to improve system integration in areas such as Medicaid, Child Welfare, Olmstead compliance, etc.
- Work cooperatively with CSH team members with financial products and service planning for projects as needed.
- Represent CSH in internal and public forums, including CSH committees, training sessions, public presentations, and meetings with external partners, policymakers, and stakeholders.
- Implement and oversee reporting systems, and other tracking tools, related to CSH's reporting requirements. Reporting requirements includes CSH's national database on projects; Ohio office project tracking; reports to funders; tracking of capital funding commitments by stakeholders.
- Assist the Director with reports to funders.
- 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.
- Proactively create and maintain relationships with staff, community partners and other key stakeholders.
- Extensive travel across Ohio and some regional and national travel required
- Perform any other organization related duties or special projects as directed by the Director or Managing Director
- Participate in regional meetings and work as member of team on projects managed by other hubs and teams as assigned.

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 problems solvers with a demonstrated commitment to social justice. Their work will be driven by strategic thinking and 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 visions and ideas for supportive housing, and the role it can play in solving complex problems.

Strategic:

- Ability to assess situations and opportunities and translate them into plans of action. Understands how to work through formal channels, informal networks and with partners in varied public sectors and philanthropic settings.
- Ability to persuade and make vision shareable.

Pragmatic:

- Effectively manage many project simultaneously; including large multi-site, multi-year programs and ensuring program compliance are required. Must be adept taking initiative and pursuing program goals with minimal supervision.

Collaborative:

- Ability to establish excellent relationships and work cooperatively with individual, groups and organizations that are diverse in mission, composition, function and geographic location.
- Ability to find common ground and effectively facilitate discussion among stakeholder groups with divergent views.
- Skilling in development and delivering cogent and compelling presentations to varied audience.

Accountable:

- Strong analytical, interpersonal, presentation and written and verbal communication skills.
- Sets a high focus for personal and team performance with a focus on results
- Minimum of 5 years progressively responsible experience in affordable housing, or community development activities; experience in the supportive housing field is strongly preferred.
- Experience and familiarity with permanent housing and services models for vulnerable population not limited to: chronically homeless; Veterans; ex-offenders; high-need behavioral health; and frequent users of public services.
- Familiarity with relevant state and local policy as well as financing mechanisms for operating and support services.
- Familiarity with supportive services, healthcare, employment are highly desired.
- Proven ability to build collaborative relationships, work with colleagues, external audiences and partners in public policy, systems change, housing development/operations, and/or the delivery of supportive services.
- Project management experience with demonstrated organizational skills and ability to manage project budgets and deadlines. Eagerness and ability to manage a diverse set of tasks.
- Bachelor's degree; advanced degree a plus. Equivalent experience may substitute for education.
- Excellent computer skills (extensive knowledge of Microsoft Office); skills in data analysis.
- 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.

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=14208582>

(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.