JOB ANNOUNCEMENT
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 9.5 full time staff members and is led by the Los Angeles Director. The Los Angeles office is part of the Western Region and supervised by the Managing Director of the Western Region.

Current Core 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.

The Position:

CSH is seeking a creative, results-driven and team-oriented leader to advance our ambitious local agenda in Los Angeles as well as move our national strategic initiatives forward. The Los Angeles Director will oversee administration and operations of the office and the supervision of the LA team. This includes securing public and private grants to fund the Los Angeles offices local initiatives, the maintenance of those local partnerships, the cultivation of new relationships and funding opportunities. The Los Angeles program advances a robust unit production / lending program, thus the Director will support our policy team to advocate for the financing and production of supportive housing and support our Community Investment team, which is responsible for providing financial assistance to non-profit and for-profit supportive housing developers. The director will also support CSH's systems change efforts to develop housing and service strategies that are effective and financially sound.

The Los Angeles Director will also assist with the development of strategic planning and communications as part of the Western Region. 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 team management, communication, financial and grants management, fund

development, health care, policy, and the proven ability to work well independently and within a multi-disciplinary team environment while managing multiple projects and priorities.

Responsibilities:

- Provide strategic vision and thought leadership for the Los Angeles program.
  - ✓ Using CSH Strategic plan as a guide, identify, create, seize opportunities to impact market.
  - ✓ Partner, coordinate and implement Los Angeles' systems change and policy priorities.
  - ✓ Develop effective working relationships with key leaders of city, state, and non-profit advocacy groups that are engaged in funding and advocating for supportive housing.
  - ✓ Lead the work of the Los Angeles office and serve as the primary 'face' for CSH in Los Angeles
- Conduct local business development and fundraising opportunities in collaboration with the Managing Director, Fund Development and Finance units.
  - ✓ Initiate local and regional fundraising efforts to fund the offices operating costs and program activities, targeting a variety of philanthropic, corporate, and governmental sources for grants and contracts.
  - ✓ Draft scopes of work, develop budgets, and write proposals with support from the national fund development staff and Managing Director.
  - ✓ Manage communications and visibility with support from the Managing Director, LA program staff and the national communications team.
- Deliver and lead the work of staff to deliver CSH's products and services on time and within budget.
  - ✓ Work collaboratively with the local, regional, and national CSH staff and consultant partners to provide responsive technical assistance, training and knowledge-sharing opportunities for supportive housing sponsors, service providers, and policy makers
- Oversee and Implement Initiatives to integrate Healthcare and Supportive Housing in Los Angeles.
  - ✓ Build supportive housing and health care provider's capacity to understand each other's systems.
  - ✓ Provide trainings and technical assistance to supportive housing and health care providers.
  - ✓ Partner supportive housing providers with Managed Care Organizations or Federally Qualified Health Centers.
- Oversee with CSH's Community Investment staff the Los Angeles pipeline of supportive housing units utilizing project-based, set-aside and scattered-site development approaches to drive production.
- Work with our Community Investment team and local program staff to promote lending in Los Angeles.
- Provide day-to-day leadership and supervision of CSH's Los Angeles program.
  - ✓ Create and implement systems for tracking projects and monitoring the overall performance and productivity of the office, with assistance from CSH's national program units.
  - ✓ Prepare and monitor annual budgets that are incorporated into a regional budget.
  - ✓ Prepare and submit regular and timely reports for project funders.
  - ✓ Draft and implement annual work plans that are incorporated into and further a regional work plan.
  - ✓ Deploy staff and consultants to projects and prepare project reviews of staff at the end each project.
  - ✓ Meet regularly with Los Angeles staff for supervision.
  - ✓ Support Los Angeles staff by disseminating agency information, announcements, and policies and assist them in accessing resources necessary to further their work.
- Collaborate with CSH's national policy and research units to advance CSH's strategic mission
- Collaborate with Western Region colleagues in advancing the region's work and serve as member of the Western Region leadership team.

JOB ANNOUNCEMENT

Director
Los Angeles

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.

- Bachelor's degree required.
- 5-8 years of senior management experience, including the supervision of senior level staff and direct oversight of budget development and monitoring.
- Demonstrated experience in supportive/affordable housing development, services, operations and/or policy, and/or homeless service delivery systems. 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, Pay for Success models, HUD programs and policy.
- Demonstrated experience securing financial support from foundations, government and/or the private sector.
- Project Management experience required.
- Demonstrated ability to provide technical assistance and to plan, organize and administer programs, and in-person as well as online trainings.
- Excellent written and verbal communications skills, interpersonal skills and an aptitude for public speaking and persuasive communication.
- Must have high-level decision-making abilities coupled with strong analytical and strategic thinking skills coupled with the ability to identify and seize opportunities.
- Demonstrated leadership and management skills necessary to advance and realize CSH's vision and further enhance the organization's reputation in communities that it serves.
- Proficiency in using Microsoft Office Applications including Word, Excel, PowerPoint and Outlook.
- Position requires travel within Los Angeles County and occasionally within the state of CA.

To Apply:

Applications received by **January 23rd, 2015** 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=15206992

(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.