



JOB ANNOUNCEMENT

Senior Program Manager Government Affairs and Innovations

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 Position:

CSH is seeking energetic, qualified candidates to fill the position of Senior Program Manager. This position will be on CSH's Government Affairs & Innovations (GAI) team which operates at the intersection of policy, practice, and data – exploring, designing, and testing new innovations and adaptations to advance solutions that use housing as a platform for services to improve the lives of the most vulnerable people, maximize public resources and build healthy communities. The Government Affairs and Innovations team pursues an array of federal policy priorities to bolster and support CSH's efforts, and also commissions, designs and oversees a wide array of research and evaluation projects to document our impacts and build the evidence base for supportive housing.

This position is a full-time position. Candidates may work in any of CSH's program offices or from home if located near a major US airport. The primary focus of this role will be on delivering technical assistance to communities working to implement Pay for Success initiatives focused on supportive housing and vulnerable populations. Much of this work falls under CSH's federal grant award from the Corporation for National and Community Service's Social Innovation Fund. To learn more about Pay for Success, visit www.csh.org/pfs. Ideal candidates will be highly motivated, inspired, and creative individuals, who are also able to link policy and innovations to "on the ground" practice. Candidates should have extensive knowledge of and experience in one or more of the following areas: experience with innovative financing tools like Pay for Success, providing technical assistance/consulting services to diverse stakeholders including government, and experience and familiarity with permanent housing and services models for vulnerable populations including chronically homeless. Candidates should also be comfortable with data analysis, financial modeling, and program analysis and be able to use tools such as Microsoft Excel to create such models as relevant. 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:

The SPM will have the following responsibilities:

- Provide intensive staffing as an integral part of the feasibility technical assistance delivery team as part of CSH's Pay for Success initiatives. This will include working in close collaboration with CSH staff and its partners with approximately six communities at any given time to:
 - Complete feasibility study and report clearly demonstrating whether the target population, proposed by the community and model are appropriate for PFS.
 - Support the community in engaging key stakeholders and securing commitments from entities that will make success payments
 - Complete a preliminary financial model that demonstrates the expected expenses and savings.
 - Develop preliminary success metrics/payment triggers in partnership with each community.
 - Develop a strategy for targeting potential investors and preliminary identification of investors.
 - Establish criteria for selecting service providers and identify potential providers.
 - Complete a legislative/regulatory analysis and develop strategy to execute any needed changes.
 - Draft Memoranda of Understanding and term sheets among key stakeholders.
- Further develop the overall model for the use of pay for success as a tool to scale supportive housing by developing written resources, tools and guides to support CSH's work and build the field.
- Work as part of a national team, coordinating on projects and initiatives with other CSH staff, distilling best practices for replication, and reflecting CSH's national priorities through their work.
- Contribute to fund and business development including assistance with funder prospecting and assistance with grant and contract writing.
- Participate in all team activities including staff meetings, work planning, business development, and budget monitoring.
- Other duties as assigned.

Specific Skills:

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. 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 new visions and ideas for supportive housing, and the role it can play in solving complex problems. We are seeking a candidate who has passion for the CSH mission and possess the leadership and management skills necessary to advance and realize CSH's vision and further our reputation in the communities we serve.

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 establish agreement and shared vision amongst partners.

Pragmatic:

- Effectively manage many projects 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.
- Proven track record of dependability, focus and attention to detail and accuracy.
- Demonstrated ability to prioritize work, problem solve and negotiate positive results, and ability to welcome change and respond quickly to changing priorities.

Collaborative:

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

Accountable:

- Strong analytical, interpersonal, presentation and written and verbal communication skills.
- Sets a high standard for personal and team performance with a focus on results.

Qualifications:

- 5+ years of experience working in the field of supportive housing, public policy, social programs, healthcare, or public financing
- Previous experience delivering consulting or technical assistance to diverse stakeholders, particularly in the field of homelessness, supportive housing, public policy, social programs, or healthcare.
- Previous experience working in or as a consultant to government a plus.
- Previous experience working with Pay for Success, performance-based contracts or other innovative financing models.
- Previous project management experience with demonstrated leadership and organizational skills and the ability to manage project team, project budgets and deadlines and realize CSH's vision and further enhance the organization's reputation in communities that it serves.
- Proven ability to work with colleagues and external audiences and partners in the areas of public policy, systems change, housing development/operations, and/or the delivery of supportive services
- Proven track record of dependability, focus and attention to detail and accuracy
- Demonstrated ability to prioritize work, problem solve and negotiate positive results, and ability to welcome change and respond quickly to changing priorities
- Ability to communicate clearly and simply, coupled with a strong creative sensibility and ability to think strategically.
- Ability to take initiative and pursue goals with minimal supervision.
- Comfort with working on a team that is "virtual" and does most of its work via telephone and email.
- Strong analytical, interpersonal, presentation, and written and verbal communications skills including proficiency in using Microsoft Office Suite including Word, Excel, Power Point and Outlook.
- Skills with other technology, such as online presentation platforms or statistical analysis, a plus.
- Sound business ethics, including the protection of proprietary information.
- Willing and able to travel at least 30-40% of the month, although travel schedule will vary based on assignments.
- Bachelor's degree in a related field; advanced degree a plus. Equivalent experience may substitute for education.
- Excellent computer skills (extensive knowledge of Microsoft Office); skills in data analysis and/or financial modeling a plus.

To Apply:

Candidates should apply by clicking on the link below. All candidates should attach their **Resume and Cover Letter as one Microsoft Word or PDF Document.**

<https://home2.eease.adp.com/recruit/?id=19048492>

(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.