



JOB ANNOUNCEMENT

Senior Program Manager
San Diego

The Organization:

For over 25 years, CSH has been a game-changer for the most vulnerable people in our country:

- ✓ Helping communities create 200,000 homes for individuals and families who did not have one;
- ✓ Bringing hope to thousands who thought they would live on the streets or reside in institutions forever;
- ✓ Ensuring not only a stable home for each, but access to the services that brought healthcare, recovery and training to their doorsteps;

Working for CSH:

If you have a desire to make a difference for people and families we have a place for you. Not only has CSH proven supportive housing works and does change the lives of individuals facing acute disabilities, complex medical and mental conditions, substance use disorders and economic barriers, we have done so while creating a family of nationally recognized experts who stay committed to our organization and mission throughout their careers. CSH offers empowerment, development and growth to those we serve and to our workforce. We attract talented professionals, offer competitive salaries with benefits, generous family leave and PTO, and fully embrace the philosophy that a sustainable work-life balance is desirable and achievable. With the aim of attracting good people who possess the confidence and drive to get the job done, CSH is now accepting applications for a Senior Program Manager (SPM) in San Diego.

The Position:

CSH is seeking an energetic, results-oriented individual to work closely with our San Diego CSH team. Ideal candidates will have strong project management skills and understand the nature of working with consulting contracts and managing workloads and project deliverables within a specific time frame. The position involves managing multiple projects and priorities both independently and within a multi-disciplinary team environment. Applicants should be highly motivated, inspired and creative individuals, who are effective at working in a consulting role and can link policy to “on the ground” practice. Candidates should have experience and familiarity with permanent housing and services models for vulnerable populations. Direct experience with supportive housing, affordable housing, the Mental Health Services Act (MHSA), and systems change is strongly preferred. Professional experience working in areas of health care delivery and finance, employment, public housing authorities and/or affordable housing development is also desired.

Responsibilities include: advancing and coordinating Technical Housing Consultant activities under the Mental Health Services Act (MHSA), the No Place Like Home (NPLH) program, assisting Supported Employment Technical Assistance and expanding the capacity of CSH, San Diego. The SPM will work with local providers and government to effectively use available resources to increase the supply of affordable housing for persons with behavioral health issues. The SPM will play a critical role in assisting in the development and implementation of program activities related to MHSA. Responsibilities will include technical assistance to supportive housing partners, supported employment technical assistance, convening and facilitating meetings, developing and delivering training, policy analysis, developing recommendations and reports, advocacy, program development, research, monthly tracking and reporting, and external communications.

Location

Candidates should be located in the San Diego region. Occasional travel within the region and elsewhere will be expected.

Responsibilities

SPMs are responsible for implementation of programs, projects and initiatives. Specific areas of work for this position include:

- Lead programmatic responses to the Technical Housing Consultant contracts under the Mental Health Services Act.
- Serve as project manager, ensuring clearly defined team roles, on time and on-budget deliverables, and delivery of quality products. CSH expects project managers to foster a work environment based on quality teamwork, mutual accountability, and high quality performance, using a consulting approach.
- Design and deliver trainings as technical assistance on all aspects of supportive housing including project feasibility assessments, siting assistance, site visits, brokering partnerships, developing referral processes, service planning, reviewing MOAs, financial analysis, identifying and securing project and operational financing, quality and other areas as needed.

- Establish and maintain high quality relationships and partnerships with key community stakeholders, particularly staff from city and state agencies, the Continuum of Care, Managed Care organizations, community based supportive housing providers and nonprofit and for-profit housing developers.
- Participate on and contribute to project teams as assigned. Tasks may include coordination of TA, drafting reports, policy guidance, creating content, documents and resources, training design, evaluation activities as well as supporting other CSH staff engaged in such activities.”
- Convene and facilitate meetings focused on identifying and implementing strategies to increase supportive housing.
- Represent CSH effectively internally and externally, ensuring CSH’s interests and reputations are maintained.
- Implement and oversee reporting systems, and other tracking tools, related to CSH’s reporting requirements. Reporting requirements includes a detailed monthly summary report. Communicate in a timely fashion with contract representatives via email, fax, telephone, voice mail and/or phone messaging services.
- Plan and coordinate meetings and workshops 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.
- Participate and contribute to the San Diego team including staff meetings, work planning, business development and marketing.
- Other duties as assigned.

Qualifications

All CSH staff share a common competency framework. These guide our approach and in turn, help us create value. The successful candidate will be adaptable, entrepreneurial, creative, flexible, and a problem solver. Her/his/their work will be driven by strategic thinking and executed with creativity and efficiency. S/he/they will have a sense of humor, patience, and a commitment to treating others with respect.

Specific skills and experience include:

- 5+ years of experience in supportive housing, affordable housing, and/or healthcare, or community development activities; experience in the supportive housing field is strongly preferred.
- Passion for the CSH mission and possession of the leadership and management skills necessary to advance and realize CSH’s vision and further enhance the organization’s reputation in communities that it serves.
- Knowledge and experience in one or more of the following areas: 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.
- Previous project management experience with demonstrated leadership and organizational skills and the ability to manage project team, project budgets and deadlines.
- 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.
- Ability to work well independently and within a multi-disciplinary team environment, manage multiple projects and priorities, exercise solid judgement on a range of issues, and working cooperatively to meet internal and external requests.
- Strong analytical, interpersonal, presentation, and written and verbal communications skills coupled with a strong creative sensibility and ability to think strategically.
- Ability to take initiative and pursue goals with minimal supervision, and to represent CSH in public forums with a high degree of professionalism. Comfortable with working independently and with much of the work taking place via telephone and email.
- 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. Equivalent experience may substitute for education.

Interested in joining our team as a leader in the national supportive housing movement?

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://csh.csod.com/ats/careersite/jobdetails.aspx?site=1&c=csh&id=55>

CSH is proud that it always has been and always will be an Equal Opportunity Employer.