



## **JOB ANNOUNCEMENT**

### **Senior Program Manager Los Angeles**

#### **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 the most vulnerable people and have the skills to help us take supportive housing to scale, we have a place for you. Not only has CSH proven supportive housing works and does change the lives of individuals with disabilities, complex medical and mental conditions, substance use disorders and economic barriers, we have done so while creating a team 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) to work in our Los Angeles office.

#### **The Position:**

CSH is seeking an energetic, results-oriented individual to work as part of our Los Angeles team. Ideal candidates will have strong project management skills and a background in supportive housing services and operations. The focus of this role will be on delivering training and technical assistance to developers that are applying to create new units of supportive housing and for existing providers. CSH is looking for a candidate who has direct experience in supportive housing and who is interested in providing guidance to assist developers, operators, and service providers in planning for and delivering quality supportive housing.

#### **Location**

This position is located in our Los Angeles office.

#### **Responsibilities**

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

- Serve as project manager for contracts and/or grants, 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.
- Provide technical assistance/consulting services to diverse stakeholders including government. This work may include data analysis, financial modeling, and program analysis.
- Participate on and contribute to project teams as assigned. Tasks may include the coordination of and participation in technical assistance visits; drafting reports, policy guidance, and other documents and resources; and training design, development, delivery, and evaluation – as well as supporting staff engaged in such activities.
- Assist in scoping contracts, writing proposals, refining and packing products, and managing contracts as requested.
- Participate in all team activities 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 work will be driven by strategic thinking and executed with creativity and efficiency. S/he 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 services for vulnerable people experiencing chronic homelessness, complex health conditions, and/or institutionalization.
- Passion for the CSH mission and possesses the leadership and project 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 providing training and technical assistance to diverse stakeholders including nonprofit staffs, government agencies and experience
- Previous project management experience with demonstrated leadership and organizational skills and the ability to manage project teams, 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, 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. Comfort with working on a team that is "virtual" and does most of its work 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=56>

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