



Program Manager

Position Description

Reports to: Executive Director

Job Type: Full-time, Exempt

Salary: DOE

Applications accepted until position filled; early submission is encouraged

Overview of Position:

The Anchorage Coalition to End Homelessness (ACEH) is a convener around preventing and ending homelessness. The coalition is the lead agency for the Continuum of Care process, jointly oversees the Homeless Management Information System with the Alaska Coalition on Housing and Homelessness, and works to implement the community plan.

The Program Manager is responsible for facilitating and coordinating the Continuum of Care (CoC) body for Anchorage. In this role, the Program Manager works with member agencies to employ strategies for effectively implementing the CoC and obtaining positive outcomes in addressing homelessness. The Program Manager also works with various government entities and other community stakeholders to implement and advance local, state, and federal plans to end homelessness.

KEY DUTIES AND RESPONSIBILITIES:

Oversight of Continuum of Care (CoC) and Related Programs

- Provide leadership and management of the annual HUD Continuum of Care Notice of Funding Availability (NOFA) and associated application process
- Assist with performance monitoring and review of grants funded through the CoC funding processes
- Manage other federal and state grants related to addressing homelessness
- Assist in the development and implementation of common outcome measures for programs addressing homelessness
- Assist in developing reporting, monitoring, and technical assistance procedures
- Assist in the planning, coordination, and evaluation of activities associated with the Anchorage Community Plan to Prevent and End Homelessness

- Facilitate and/or participate in ACEH General Membership and Board meetings
- Represent ACEH at various community meetings and conferences
- Research, identify, and apply for additional funding sources to meet CoC goals
- Build and/or maintain relationships that will further CoC goals
- Assist in planning and conducting special events including point in-time count

Contract Management

- Monitor sub-grantees' program and financial performance to proactively identify and address issues
- Ensure compliance with contractual obligations as well as federal and state regulations
- Coordinate and facilitate sub-grantee meetings on a regular basis to discuss program progress and challenges
- Provide technical assistance to sub-grantees
- Organize and maintain program records (i.e. contracts, payment requests, etc)
- Ensure timely submission of reports to funders and other stakeholders
- Other duties as assigned by the Executive Director

Project Management

- Oversee, in collaboration with the Systems Administrator and the Alaska Coalition on Housing and Homelessness, ongoing implementation and management of the Alaska Homeless Management Information System (HMIS) and Coordinated Entry
- Provide management and oversight to other special initiatives as determined by the Executive Director

QUALIFICATIONS

Education and Experience

- Bachelor's degree in Public Administration, Social Work, Public Policy, or a related field (Master's degree preferred). At least three years' post-degree experience in human services/nonprofit sector, preferably in a program coordinator or contract management role.

Preferred Knowledge and Skills

- Experience in the writing and management of federal or state grants
- Knowledge of and experience in homelessness and housing issues and programs
- Experience with HUD Continuum of Care programs
- Ability to interpret and communicate federal regulations
- Strong interpersonal skills and the ability to develop strong working relationships across community, public, and private sectors
- Excellent oral and written communication skills

- Excellent organizational skills and the ability to manage multiple projects simultaneously
- Strong analytical skills and ability to measure and evaluate program performance
- Strong computer skills including proficiency in core Microsoft Office products – Word, Excel, PowerPoint

Application Submission

To apply, submit cover letter and resume to: director@anchoargehomeless.org.