



Director of Continuum of Care (CoC) Programs Job Announcement

TITLE: Director of CoC Programs

REPORTS TO: Vice President of Community Partnerships

SUPERVISES: CoC Program Team staff (two managers, one coordinator, one associate)

STATUS: Exempt, Salaried, Full-time

LOCATION: Chicago, Illinois

ABOUT ALL CHICAGO:

All Chicago effectively combines immediate resources with long term strategies to achieve one goal – to make homelessness history in Chicago. Our Emergency Fund program provides critical financial assistance to people experiencing an emergency that could lead to homelessness or other crises. Our Chicago Alliance program analyzes, recommends, and collaboratively implements sustainable housing solutions for Chicago. Our Learning Center program researches leading practices and offers educational opportunities for all those working to end homelessness. Learn more at www.allchicago.org.

Position Summary:

The Director of Continuum of Care (CoC) Programs is a key member of the Chicago Alliance (CA)/Continuum of Care (CoC) Program team. The Director of CoC Programs has the primary responsibilities of directing the CA/CoC Program team in its efforts to submit a competitive annual HUD CoC Program Competition Application; engage and support the CoC Committees and stakeholders in efforts to prevent and end homelessness; build a cohesive and well-functioning Continuum of Care; and ensure the professional development of the CoC Program team.

This director position serves as All Chicago's primary lead for all collaborative applicant activities and responsibilities leading to the submission of the annual competitive application to HUD on behalf of the Chicago CoC, as well as, strengthening the CoC as a membership body.

Specific Responsibilities:

HUD Continuum of Care Program Competition – approximately 50% of the position

- Ensure a fair and transparent local Evaluation Tool and process
- In collaboration with key All Chicago departments, is responsible for the timely and accurate completion and submission of the Housing Inventory Count (HIC), Point-in-Time (PIT) Count, Grants Inventory Worksheet (GIW), and the Annual Homeless Assessment Report (AHAR)
- Develop and implement an annual work plan around the completion and submission of the HUD CoC Program Competition NOFA, including the Project Ranking
- Ensure that the HUD CoC Program Competition Application is completed in alignment with local and national priorities
- Conduct an analysis and report results to the CoC upon HUD's CoC Program funding announcement



- Create and disseminate reports to the CoC and key stakeholders regarding all major CoC Program Competition-related activities
- Work collaboratively with community stakeholders to continuously strengthen Chicago's efforts to submit a highly competitive annual CoC Program Competition Application.
- Develop and disseminate an annual overall CoC Program Competition Report
- Develop strategic partnerships between the Continuum of Care and other key systems, service providers, and individuals to strengthen the homeless services delivery system

CoC Committee/Commission Support – approximately 20% of the position

- Ensure that all mandated CoC Committees, the Service Providers Commission, the Lived Experience Commission, and ad hoc committees/workgroups are staffed and supported by All Chicago
- Strengthen communications between committees, commissions and other key CoC stakeholders
- Support All Chicago staff and CoC Committees/Commissions in aligning work plans with Chicago's Plan 2.0, A Home for Everyone
- Ensure that CoC Committee Leadership submits timely reports to the CoC Board of Directors

Strategic Planning and Management – approximately 15% of the position

- Serve as a key member of the All Chicago Senior Leadership Team. Serve as an articulate, passionate, and visible spokesperson for All Chicago and as a prominent leader throughout the organization, among stakeholders, and in the Chicago community.
- Participate in the development, oversight, and evaluation of All Chicago's Strategic Plan, performance, and annual operating plans and budgets. Adhere to strategic plan objectives, as assigned during performance reviews.
- Prepare and present department and program reports and analysis to the Leadership Team, Board of Directors, and funders, when necessary.
- Work with the CFO/COO to develop and monitor the department budgets, ensuring contractual and fiscal compliance.
- Oversee the compliance, fiscal stability, and quality assurance of departmental contracts.
- Ensure the distribution of data dashboards – systems level.
- Successfully infuse a customer service philosophy within the department.

Other Activities – approximately 15% of the position

- Assist the VP of Community Partnerships in completing monthly, quarterly and annual reports on the work of the Collaborative Applicant to internal and external stakeholders
- Write position descriptions and hire assigned staff. Lead assigned staff. Provide ongoing mentoring including the development and monitoring of individual work plans.
- Conduct supervision, prepare evaluations for all direct reports. Conduct necessary disciplinary, terminations, and other personnel actions in accordance with personnel policies.
- Identify areas of strategic growth for the department and the team. Actively create professional development opportunities for direct reports.
- Work cross-departmentally to achieve collaborative applicant goals and Plan 2.0 goals
- Facilitate monthly meetings of the CoC Program Team
- Actively participate in All Chicago Leadership Meetings and all staff meetings
- Other duties as assigned.



Qualifications:

Successful candidates will demonstrate commitment to preventing and ending homelessness in Chicago and will have the following:

- A Master's degree in Social Work, Psychology, Social Justice, Public Policy or Management or equivalent degree or equivalent experience is required.
- A minimum of ten years of experience in the field(s) of homelessness and/or housing with at least five years of experience with HUD CoC program funding is strongly preferred.
- High level of knowledge and competency in HUD CoC Program funding, directing and supervising teams, systems integration and/or collaborations,
- Knowledge using ServicePoint (an HMIS system) is highly preferred.
- Excellent skills with Microsoft Office products including but not limited to Excel, Word, PowerPoint, Outlook, and Access.
- A deep understanding of "housing first", harm reduction, and stages of change models.
- Experience with CoC committee/commission/workgroup involvement is preferred
- Strong interpersonal skills, professional presence, and ability to interact with a diverse audience.
- Excellent professional written and verbal communication skills; ability to convey information in a clear and concise manner.
- Self-motivated with the ability to prioritize, meet deadlines and manage changing priorities.
- Willingness to work occasionally outside of normal business hours and to take on more responsibilities as assigned.
- A strong work ethic, integrity, and the highest ethical standards are expected.
- Ability to respond effectively and professionally to inquiries, complaints, or concerns, as presented by staff, consumers, service providers, and other stakeholders.

Work Environment

- Work place is a smoke- and drug-free environment.
- Intermittent travel to off-site locations required.
- Position requires frequent and regular computer and phone use.
- This position requires attendance during regular business hours from 9am to 5pm, Monday through Friday. Occasional night and weekend hours are required a few times a year.
- All Chicago is an equal opportunity employer and seeks to employ qualified individuals based on individual merit. All Chicago does not discriminate against any individual with respect to the terms and conditions of employment based on that individual's race, sex, age, religion, color, national origin, disability, genetic information, marital status, veteran status, sexual orientation, gender identity or expression, housing status, or any other non-merit factor protected under state, local or federal laws. Equal Employment Opportunity applies to all personnel actions such as recruiting, hiring, compensation, benefits, promotions, training, transfer, termination, and opportunities for training. All Chicago is committed to a fair and equitable workplace where everyone is a respected and valued member of the team.

Compensation

Salary is in the \$65,000 - \$81,000 range commensurate with experience. Comprehensive benefits package (with some employee contributions) includes medical, dental, vision insurance, and disability. Employer-matched retirement plan. Generous paid leave.



To Apply:

- Please submit cover letter, resume, and salary range requirement to directorcoc@allchicago.org.
- Please write your name (last, First) in the re: line of your email.
- Incomplete applications will not be considered. Applications will be accepted until position is filled. Position begins as soon as possible. No phone calls, please.