



**CORPORATION FOR SUPPORTIVE HOUSING
JOB VACANCY**

POSITION TITLE: CT Program Director	SALARY:
LOCATION: Office in Hartford CT; work statewide	STATUS: Exempt
REPORTS TO: Regional Managing Director	TRAVEL: Throughout CT and New England

ABOUT THE CORPORATION FOR SUPPORTING HOUSING (CSH)

The Corporation for Supportive Housing (CSH) is a national, nonprofit organization helping communities create permanent housing with services to prevent and end homelessness. CSH advances its mission by providing high-quality consulting and development expertise, by making loans and grants to supportive housing sponsors, by strengthening the supportive housing industry, and by reforming public policy to make it easier to create and operate supportive housing. CSH delivers its core services primarily through staff located in 11 states (California, Connecticut, Illinois, Indiana, Michigan, Minnesota, New Jersey, New York, Ohio, Rhode Island and Texas) and the District of Columbia. CSH also reaches many other communities that request assistance through its National Program staff.

POSITION SUMMARY:

The CT Program Director will provide daily management and oversight of CSH staff and work delivered in CT. This includes securing grants and contracts to fund CSH's local activities, developing local partnerships with government agencies, state legislatures and nonprofit organizations to create streamlined production and financing systems to develop supportive housing; and, leading systems change efforts to develop housing and service delivery strategies that are effective and financially sound. The CT Director may also have some program responsibility to provide project-specific assistance, training, and capacity-building to public and private-sector partners. The CT office is part of the CSH New England program.

RESPONSIBILITIES:

- Provide day-to-day leadership and management of employees in CT office.
 - Create and implement systems for tracking projects and monitoring the overall performance and productivity of the office, with assistance from CSH's national program units.
 - Prepare and monitor annual budgets that are incorporated in to a regional budget.
 - Draft and implement annual work plans that are incorporated into and further a regional work-plan.
 - Deploy staff to projects and prepare project reviews of staff at the end each project.
- Develop and maintain effective local and regional partnerships
 - Develop a systems change agenda that focuses on the relationship between Medicaid and supportive services, brokering relationships with public housing authorities, and helping to develop a multi-tiered service system that can assess, develop and analyze the level of services in supportive housing.
 - Collaborate with local supportive housing advocates to bolster systems change activities and seek out potential partners from related policy communities.
 - Collaborate with a wide-range of public and private agencies including: State legislatures, government agencies, project sponsors, developers and service providers; funders; consultants; other intermediaries; and advocacy groups.
 - Develop and maintain a local advisory board to support CSH's work.
- Initiate local fundraising efforts to pay for local operating costs and program activities and participate in regional fundraising efforts as needed.
- Oversee a local pipeline of supportive housing units utilizing project-based, set-aside and scattered-site development approaches.
 - Identify key developers and services providers that can add to the pipeline;
 - Evaluate capacity building and other local needs to ensure ongoing viability of pipeline; and,
 - Coordinate unit creation efforts with critical government agencies with PSH funding pipelines.
- Lead teams of staff to deliver CSH's products and services on time and within budget.
 - Submit project staffing recommendations to Regional Managing Director.
 - Provide technical assistance and trainings for local supportive housing sponsors.
 - Create knowledge sharing opportunities for local supportive housing sponsors.
 - Assist with project conceptualization; creating a development team; locating and evaluating sites; assembling financing, overseeing design and construction; gain community support; and plan for operations.
- Conduct local business development and program innovation in collaboration with the Regional Managing Director, Innovations and Research Team and Project Development and Finance unit.
 - Proactively seek out opportunities for CSH's work to be funded through government or other contracts.
 - Draft scopes of work, develop budgets, write proposals with guidance from Regional Managing Director.
- Collaborate with CSH's national policy unit to advance Federal policy priorities through local input.

QUALIFICATIONS & REQUIREMENTS:

- Bachelor's degree required
- 5-8 years of management/leadership experience, including managing staff in multiple locations.
- Project Management experience required.
- Proficient knowledge of government operations including systems, funding and policy.

- Demonstrated knowledge/expertise in health-care policy.
- Demonstrated experience securing financial support from foundations, government and/or the private sector.
- Demonstrated high-level decision-making capabilities
- Excellent communication and interpersonal skills with an aptitude for public speaking and persuasive communication.
- Strong knowledge of Microsoft Office Applications

TO APPLY:

FOR CONSIDERATION, PLEASE SUBMIT RESUME AND COVER LETTER TO: E-MAIL: jobs@csb.org

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