



Corporation for Supportive Housing
800 S. Figueroa St., Ste. 790
Los Angeles, CA 90017
T 213.623.4342
F.213.623.4382
www.csh.org

JOB POSTING

Program Manager, Operations Los Angeles, CA

The Organization:

The Corporation for Supportive Housing (CSH) is a national, nonprofit organization that helps communities create permanent housing with services to prevent and end homelessness. CSH advances its mission by providing high-quality advice 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 stationed 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.

The Position:

The Corporation for Supportive Housing is seeking a creative, goal-oriented individual for a Program Manager position in its Los Angeles office. The Program Manager, Operations will assist the Director with managing administrative operations of CSH's Los Angeles program office. Under the supervision of the Director, the Program Manager, Operations will be responsible for the following:

Responsibilities:

- Manage CSH LA training calendar, including responding to requests, coordinating with trainers, venue selection and coordination with training venues, outreach, registration, evaluations, and coordinating development of training materials.
- Provide direct supervision over the Program Coordinator ensuring administrative support of staff working on LA specific projects and ensuring coordination of the Program Director's schedule. Will be responsible for the completion of all necessary evaluation forms for reviewing the overall performance and productivity of the Program Coordinator.
- Support the administration of CSH's loan programs, monitor lending activity and oversee data collection systems related to lending and unit development.
- Develop and maintain loan and grant portfolio data collection systems
- Work with other CSH staff and CSH legal counsel to close and disburse loans and grants.
- Support the administration and development of CSH's loan programs in Los Angeles
- Maintain tracking systems for spending against actual L.A. hub office budgets; use these systems to provide monthly reports to the Associate Director and Program Director in monthly management meetings.
- Monitor monthly financial reports against administrative expenses and timesheet coding for accurate allocation of staff hours
- Assist Director in organizing the financial and fiscal operations for the L.A. hub office, assisting with budget development and expense forecasting.
- Assist with tracking and coordinating grant reports, extensions, expirations, and renewals
- Monitor and coordinate national reporting on systems change activities and training engagements
- Create agendas for LA team staff meetings; coordinate meeting schedules; distribute meeting notes to staff.

Qualifications:

- B.A., B.S. level-degree in a related field. Experience may substitute for some education.
- Minimum of 5 years experience in the direct supervision of staff and administrative management.
- An essential function of this role is to be physically present in the hub office to ensure smoothly daily operations and to provide a stable presence.
- Demonstrated proficiency and skills in using Windows-based applications including Word, Access, Excel and Outlook.
- Highly organized and detailed oriented.
- Excellent interpersonal, communication and organization skills.
- Fiscal experience, including bookkeeping and spreadsheet development and manipulation.
- Ability to take initiative, effectively prioritize multiple tasks in a fast-paced environment, and work independently.
- Must be able to maintain the confidentiality of sensitive materials and information.
- Familiarity with and/or interest in issues related to supportive housing including homelessness, affordable housing, community development, social service delivery, etc. a plus.
- Occasional travel required.

Contact:

Resumes of all qualified and interested candidates may be e-mailed to jobs@csh.org or faxed to 212.375.2637.

The Corporation for Supportive Housing is committed to a policy of equal treatment and opportunity in every aspect of its relations with staff members and prospective employees, and will not discriminate against applicants for employment because of race, creed, color, national origin, age, disability, marital status, sex, or sexual orientation. CSH is also committed to a policy of affirmative action in the hiring of staff and encourages employment applications from people who are representative of the culturally and ethnically diverse communities CSH serves.