



## **Job Announcement**

### **Program Director (Full Time Position)**

The Homeless Alliance is the Continuum of Care agency for five counties in WNY: Erie, Niagara, Genesee, Orleans and Wyoming counties. Our mission is to coordinate homeless services among providers and to develop systems to better utilize \$15 million in HUD funding per year. The Program Director will coordinate all activities related to the NY-508 Buffalo, Niagara Falls/Erie, Niagara, Orleans, Genesee & Wyoming Counties Continuum of Care Competition (CoC). The CoC is a federal, annual, competitive funding stream through the U.S. Department of Housing and Urban Development (HUD) designed to support homeless housing projects. This position is under the supervision of the Executive Director.

#### **Primary Responsibilities:**

- Work closely with stakeholders in 5 counties within the CoC. Stakeholders including but not limited to housing providers, veteran services, health care, employment, education, government, public housing authorities, re-entry, etc. in order to assist homeless clients achieve their goals. This may entail establishing productive relationships, organizing meetings, monitoring outcomes, create new partnerships etc.
- Prepare the federal application to HUD on behalf of the five counties, including develop and distribute applications, funding notices, review applications and other documents.
- Create, maintain and update policies and procedures related to the Continuum of Care.
- Develop/Maintain an in-depth understanding of the Continuum of Care competition.
- Have basic understanding of other homeless funding, such as Emergency Solution Grant and State funding.
- Understand best practice models for homeless housing and services and lead the community's homeless service providers and other stakeholders to adopt these approaches.
- Convene and coordinate committees related to the Continuum of Care.
- Responsible for the submission of HUD required reports, such as Point in time, Housing inventory chart, Longitudinal System Analysis, Annual performance report, System performance report.
- Advocate to end homelessness in 5 counties
- Analyze project applications for budget calculations, adherence to priority areas and best practices, and performance data.
- Supervise 3-5 staff.

**Qualifications:**

- Bachelor's Degree minimum, Master degree preferred, in social work, urban planning, or related human services field. A combination of education and experience will be considered.
- At least five years of experience in grant management or CoC/ESG programs.
- At least two years supervisory experience
- Must demonstrate a strong capacity for communication both oral and written
- Must be comfortable working with persons from diverse backgrounds.
- Strong knowledge of Microsoft Word, Excel, and PowerPoint.
- Excellent in presentation skills, sufficient to instruct small or large audiences
- Excellent organizational skills, detail-mindedness, and ability to multi-task
- Must possess valid New York State driver's license and access to a motor vehicle
- Ability to train and build capacity of others.
- Ability to understand federal regulations and translate them for a general audience.
- Ability to understand data and analyze data is a plus.

**Compensation:** Commensurate with experience. Excellent benefits including health insurance, generous paid leave time, 403b plan, hybrid remote/office schedule, respectful and work-life-balance work environment.

**Application Instructions:** Please submit a cover letter, resume and **salary requirements** to the Homeless Alliance including contact information for 3 references by email to Suki Smith, Director of Operations, at smith@wnyhomeless.org. *The Homeless Alliance of Western New York is an Equal Opportunity Employer (EOE).*