# Job Title: Senior Project Manager – Community Initiatives

### Reports to: Executive Director

Salary: Up to $85,000 with benefits

### AGENCY SUMMARY

House Everyone STL, in partnership with East West Gateway Council of Governments, is leading a community coalition of dozens of stakeholders across the 8-county region (MO: St. Louis City, St. Louis County, Jefferson, Franklin, St. Charles; IL: Madison, Monroe, St. Clair) in the creation of a regional strategy to substantially reduce homelessness. This work includes the creation and implementation of various pilot initiatives to increase the number of individuals who are rehoused quickly and permanently in the region. The Senior Project Manager of Community Initiatives role will spearhead these initiatives and work in deep collaboration with a large variety of partners and stakeholders.

Position Summary:

The Senior Project Manager of Community Initiativesis responsible for the coordination of community pilot programs and emergency response to inclement weather. This role manages the implementation, capacity building, and refinement of the regional pilot programs, which may include encampment resolution efforts, landlord engagement, and street outreach coordination. The Senior Project Manager of Community Initiativesis responsible for managing high priority and complex work processes, engagement with high-profile stakeholders, significant system partner and government department coordination, complex problem solving, program and grant evaluation, trend analysis, and continuous quality improvement.

A successful candidate must have strong project management and communications skills, as well as a proficient understanding of the homeless rehousing process. This role will lead and implement projects in close coordination with a vast array of community stakeholders, including direct service providers, funders, and government leaders.

### KEY RESPONSIBILITIES

1. Oversee the coordination of pilot programs with various stakeholders to achieve rehousing objectives for those experiencing unsheltered homelessness.
2. Lead weather operations for the agency, which may include running grant programs, coordinating with community advocates, and helping with operational planning for different jurisdictions.
3. Lead and monitor the development of perfomance monitoring tools, reports and dashboards, to track performance outcomes, progress, and identify programmatic and process issues.
4. Perform/Oversee routine evaluations of service delivery and take appropriate action to support quality and/or process improvement when necessary.
5. Lead meetings regarding project outcomes with high level stakeholders as needed.
6. Facilitate ongoing engagement with key leadership in the community to support coordination and generate support for community initiatives.
7. Facilitate ongoing engagement with the community’s housing providers and other

relevant partners necessary to achieve rehousing objectives.

1. Facilitate meetings as needed to:
	1. Identify system level barriers in the housing navigation process
	2. Build an action-oriented culture of urgency
	3. Hold the team accountable for meeting the needs of each client, the landlords, and the rehousing system
	4. Create opportunities for peer problem solving
2. Lead and monitor the development and refinement of relevant policies and procedures.
3. Ensure data management and data quality are meeting system objectives and funders’ expectations.
4. Keep abreast of all HUD regulations, specifically related to street response related funded projects.
5. Keep abreast of emerging best practices around the country in homelessness interventions and activities.
6. Project manage the community pilot initiatives which includes maintaining work plans, managing project scope and schedule, collaborating with partner agencies, managing the rehousing processes, and reporting data and outcomes.
7. Other duties as assigned.

### REQUIRED QUALIFICATIONS AND EXPERIENCE

1. Bachelor’s degree in a related field or a minimum of four (4) years related experience and progressively more responsible for complex roles within organizations directly or indirectly addressing housing and/or homelessness issues.
2. Proficiency in Microsoft Office Suite
3. Interpersonal skills and flexibility
4. A valid driver’s license and auto insurance for local travel.
5. Must be flexible to work at different sites as scheduled.

### PREFERRED QUALIFICATIONS AND EXPERIENCE

1. Experience in high-profile and complex stakeholder engagement including change management.
2. Knowledge of HUD guidelines and polices related to funding & housing.
3. Experience with HMIS
4. Previous experience with street outreach, emergency housing, Housing Navigation and or Diversion interventions.
5. Understanding of complex systems of care
6. Strategic and facilitative leadership skills
7. Demonstrated proficiency in project and or program management
8. Results-oriented self-starter with strong motivational skills
9. Strong oral and written communication skills
10. Excellent standards of customer service and professional communication

### **WORK SCHEDULE**

House Everyone STL considers normal hours of operation Monday – Friday from 8:00am-5:00pm. Some nights and weekend meetings will be required to meet the need of partner agencies or to represent House Everyone STL at community meetings.

**STATEMENT ON DIVERSITY**

Employees of House Everyone STL are expected to treat all persons with dignity and respect without regard to race, creed, color, sex, religion, disability, mental illness and/ or addictions (diagnosed or not), age, national origin, familial status, source of income, criminal background, sexual orientation, transgender, gender identity or gender expression.