

Title: Family Homelessness Resources Manager

Summary: This position is an integral part of the planning team supporting federally funded agencies in the Louisville/Jefferson County Continuum of Care with an emphasis on ensuring that no families need to sleep outdoors.

Reports to: Director of Planning and Evaluation

Direct Reports: None

Classification: Regular Full-Time Exempt

Salary Range: \$57,000 - \$62,000 annual salary

Office Schedule: Positions at the Coalition for the Homeless are currently hybrid with employees working from home up to two days a week with supervisor approval and in the office the remainder of the week. This position is expected to spend a considerable amount of time in the community working with service partners and funders addressing family homelessness.

Description: The Family Homelessness Resources Manager is an integral part of the planning team supporting federally and privately funded agencies in the Louisville/Jefferson County Continuum of Care. This position will bring together community partners to develop an assessment of existing resources and service gaps to address homelessness among families with children. The Family Homelessness Resources Manager will be responsible for leading the community's response to the identified gaps and to work with the CoC Performance Manager to assess the progress of agencies serving unhoused families with children. Candidates must be skilled at working with others to build coalitions to address community-wide goals, enjoy working in the field with local providers in order to improve outcomes and be willing to share the message of successful programming and solutions with funders. Candidates must also possess a passion for social justice issues and desire to work towards the goal of ending homelessness.

Essential Functions:

- Develop comprehensive strategies to address family homelessness based on local needs and best practices, including housing placement, case management, and supportive services.
- Create and track a comprehensive local plan to address family homelessness and update annually or as needed.
- Build relationships with local organizations and community leaders to raise awareness about family homelessness.
- Create and work with a local committee to allocate private funding to meet greatest needs identified in the plan to address family homelessness.
- Create and manage monthly meetings to coordinate service provision to unhoused families and ensure that they are being targeted to the most appropriate services.
- Work with CoC Performance Manager to track performance of funded projects through individualized (project) and system level analysis and create performance improvement plans.

- Ensure compliance and fidelity to program requirements and support projects in best practices, such as Housing First, Trauma-Informed Care, and other emerging best practices through technical assistance and other informal assistance as needed.
- Provide implementation support to new projects when awarded and ongoing support to existing projects to address any performance concerns identified.
- Prepare reports for presentation to the Continuum of Care Board of Directors and private funders.
- Advocate for policies and funding to address family homelessness.
- Assist with and contribute to the CoC Consolidated Application.
- Work with the Development Director to identify additional resources and provide data for funders.
- Assist with HUD required data collection activities.
- Other duties as assigned.

Minimum Requirements: Bachelor's Degree in a related field preferred. Familiarity with Microsoft Office suite. Ability to learn basic online platforms with which you may not be familiar. Willingness to appear on Zoom, Google Meets. Strong interpersonal skills and the ability to develop strong work relationships across sectors, both in-person and remotely. Demonstrated project management experience and ability to collaborate with others to plan, implement, and finish high quality projects. Excellent communication skills, including the ability to host planning meetings, write and lead the community in completing plans and reports, and share expectations about program outcomes. Ability to communicate to a wide variety of stakeholders of varying educational abilities. Strong technical writing skills.

Benefits:

- Medical, dental (employee option), vision (employee option), life, and short-term disability insurances
- SEP/403(b) with 7% contribution
- Up to 15 days paid vacation leave in first year
- Up to 12 days paid sick leave
- Up to 10 paid holidays
- \$30/month health/self-care reimbursement.

For more details on benefits, see our [website](#).

The Coalition for the Homeless is an equal-opportunity employer. We recognize and value diversity. We make employment decisions based on each person's knowledge, skills, abilities, experience, qualifications, and job performance without discriminating regardless of their race, color, religion, age (40 and over), sex (including gender identity, sexual orientation, and pregnancy), national origin, disability, reprisal, marital status, parental status, genetic information, political affiliation, or other prohibited non-merit factors as established and required by Federal, State, and Local laws.