

Housing & Homelessness Alliance of Vermont

Position Description: Continuum of Care Program Director

Updated September 2023

The Housing & Homelessness Alliance of Vermont was recently formed through a merger of the Vermont Affordable Housing Coalition and Vermont Coalition to End Homelessness. We are seeking to hire a Continuum of Care (CoC) Program Director for this new dynamic statewide membership organization that is working for safe, accessible, and perpetually affordable homes for all Vermonters. We represent a diverse network of non-profit affordable housing developers and managers, shelter and service providers, public housing authorities, funding agencies, community action agencies, regional planners, housing, disability and tenants' rights advocates, and individual members -- all united in the goal of meeting the housing and support needs of the state's low- and moderate-income residents with opportunity, choice, and dignity and ensuring that if homelessness does occur, that it is brief and non-recurring.

We accomplish this through advocacy, education, collaboration, and outreach. We are the Collaborative Applicant for the Balance of State Continuum of Care and we work closely with Continuum of Care colleagues in Chittenden County.

The CoC Program Director reports to the Executive Director. The CoC Program Director's primary responsibilities are to:

- 1) Ensure the effective management of HHAV's Collaborative Applicant responsibilities for the Vermont Balance of State Continuum of Care, and
- 2) In partnership with the BoS CoC Board of Directors and the CoC membership, ensure that the CoC is managed effectively including supporting and enhancing the eleven Local Housing Coalitions.

Detailed responsibilities

Collaborative Applicant

- Manage submission of annual CoC "competitive" funding application to HUD and any other CoC funding opportunities that may become available
- Manage/coordinate annual Housing Inventory Count and Point in Time Count, in partnership with LHCs and the Institute for Community Alliances
- Ensure compliance with HHAV's Planning Grant contract with HUD, including financial management oversight
- Maintain ongoing communication with organizations that receive HUD CoC funding
- Manage ongoing communication with the CoC regarding Collaborative Applicant activities

CoC Partnership (some of these responsibilities are shared with the HHAV Program Coordinator)

- In partnership with the Vermont Office of Economic Opportunity, develop annual training and education plan to support the work of shelter and service providers, CoC membership, LHCs, and others
- Coordinate Homelessness Awareness Day
- Routinely communicate with membership and the public about events, funding, and news regarding our collective response to homelessness
- Convene monthly meetings of the CoC board and board committees
- Routinely participate in Local Housing Coalition meetings
- Participate in multiple methods of engagement that evaluate Vermont's response to homelessness and housing instability and plans for short- and long-term efforts to substantially eliminate the experience of homelessness by Vermonters. Oversees organizational fundraising, member recruitment, and development

Other duties as assigned.

Qualifications include

- At least five years of experience responding to homelessness or related field; can demonstrate knowledge of the homelessness response system including shelters, services, rental assistance, and coordinated entry.
- Participation in a Continuum of Care
- Desired experience: applying for HUD CoC funding, nonprofit management, community organizing, direct service with vulnerable populations
- Self-starter and ability to work independently
- Well-developed written and verbal communication skills
- Strong interpersonal and collaborative skills
- Excellent computer skills and knowledge of web-based media

Compensation

- This is a full-time, exempt position, based in Vermont with a hybrid schedule
- Hiring salary is budgeted in the \$60,000-\$70,000 range, depending on experience
- Generous health insurance plan, three weeks of paid vacation, 14 paid holidays, sick leave, 403(b) retirement plan with employer contribution after one year, disability and life insurance and more.

HHAV is an equal opportunity employer.

To apply, please send a letter of interest and resume to hire@vtaffordablehousing.org by Sept. 22, 2023.