



ECHO Job Description

Job Title:	Associate Director of Strategy and Community Planning
Department:	Community Planning and Partnerships
Reports To:	Strategy Director
Date Created/Revised:	11/17/2021
Starting Salary	\$62,500
Position Type	Full-Time, Exempt
Applications Accepted Until:	Position closes on COB 12/1/21

Overview

The Ending Community Homelessness Coalition (ECHO) works with nonprofit partners and community stakeholders to accomplish the system goals to end homelessness. ECHO assists a continuum of programs working to end homelessness in Austin/Travis County by providing community-wide technical assistance and strategic systemic changes to building a systemic approach to meeting needs for continuum stakeholders. The Associate Director will play a vital role in supporting ECHO’s work to build a strong and aligned community response and plan to end and prevent homelessness. This position oversees ECHO’s work in improving system outcomes by driving the design of system and program interventions and that improve system functioning; ensuring service provider agencies, local governments, public housing authorities, and other stakeholders work together to refine programs, practices, and policies so the Austin/Travis County region can provide permanent housing and wrap-around supportive services to as many individuals and families experiencing homelessness.

Description of Work

The Associate Director is responsible for implementing the systems to ensure the agency effectively performs its role as the Collaborative Applicant for the US Department of Housing & Urban Development’s Continuum of Care Program; and supporting community planning efforts to make homelessness rare, brief, and non-recurring. This position requires frequent communication with internal staff members and external partners, stakeholders, community members and other CoC representatives, manage high priority and complex workstreams, evaluate agency and partner grants projects, review and provide trend analysis, and engage in continuous quality improvement. The Associate Director is responsible for coordination of planning activities outlined in the HUD CoC Program Interim Rule with a primary focus on developing a community-wide plan, the HUD CoC Notice of Funding Availability (NOFA), and CoC Governance. This position supports staff in understanding regulatory requirements for the CoC Program and how they impact system wide policies. The Associate Director works collaboratively with community leaders and stakeholders and HUD-funded agencies to further the distribution and effective management of federal funds granted by HUD; ensures stakeholders have input on CoC planning and policies.

Essential Functions

- Oversee the performance of the Housing Stabilization System and integrates performance into current performance program design, technical assistance recommendations, and funding recommendations.
- Responsible for ensuring the system process design is continuously assessing the needs, developing priorities, and strategizing how to address them effectively.

- Work closely with a variety of stakeholders, managing the processes to develop, implement, and monitor Austin’s plan and related strategies and action steps to make homelessness rare, brief, and non-recurring.
- Supervise the Coalition and Capacity Building Manager who coordinates and supports the required HUD Continuum of Care governance structure to ensure it is functioning effectively to address the needs and the priorities of the homelessness response system, and ensure related Committees are functioning effectively to address the needs and the priorities of the homelessness response system.
- Supervise the Procurement and Performance Manager, who will work with the Research and Evaluation Department and stakeholders to design and implement the annual new and renewal project evaluation, rating, ranking, and funding process to secure HUD CoC Program funding for homeless-dedicated projects that align with HUD and local priorities and that advance our CoC’s performance in making homelessness rare, brief, and non-recurring.
- Supervise the Community Insights, Advocacy, and Policy Manager; ensuring ECHO is able to successfully support the Austin Youth Collective through ECHO staffing and support, and establishing internal and external procedures needed to effectively incorporate the voices of persons with lived experience of homelessness in decision making spaces and leadership roles.
- Review and analyze federal and local regulations and priorities; national trends and best practices; and assessment and performance data to design, in partnership with ECHO staff, governance leadership, service providers, and persons with lived experience of homelessness.
- Works closely with the City of Austin Equity office and community equity committees to develop, advance, and implement strategies to ensure that racial equity centered in the work of the homelessness response system.
- Utilize a racial equity framework to support the evaluation, revision and implementation of system policies, procedures and practices.
- Collaborate across departments to utilize data to develop, implement, and track performance and progress toward goals.
- Lead project management activities for system-wide initiatives that involve a diverse group of agencies and centered on increasing equitable outcomes.
- Utilize data analysis to recommend policy and system changes to align with a high-quality, trauma informed, person-centered, efficient homeless assistance system that effectively serves people experiencing homelessness and their unique strengths, needs, and experiences.
- Design and implement work plans, in partnership and collaboration with stakeholders and leadership and staff to meet the timelines and requirements of the annual HUD Continuum of Care Program application process.
- Develop procedures, tracking, and reporting mechanisms to improve the management functioning of the division and its contribution to Departmental and CoC-wide goals.
- Identify and establish commitments from community partners and other mainstream service providers to supplement services and housing offered through the CoC to improve efficiency and effectiveness of the homelessness response system.
- Represent the department at public forums, panels, and other speaking engagements.
- Research and investigate best practices for improvements in system performance, quality, efficiency, and accountability.
- Oversee the development of practice standards, program guides, Statement of Work, and Scope of Required Services documents for new and existing programs that will provide a deeper understanding of programs, essential core components, and any funding regulations.

Supervisory Responsibility

The position is responsible for supervisory responsibilities for three managers and oversight of additional division staff. This position conducts the hiring of new division staff, yearly performance evaluations of managers, and implements the appropriate professional development tools and training.

Work Environment

This job operates in both a professional office environment and remotely. Employees are required to use their personal cell phones for business purposes. Meetings may be conducted on-site, as well as in the community.

Physical Demands

This is a somewhat sedentary role; however, some activities will require local commuting. This role routinely uses standard office equipment such as computers, phones, and photocopiers.

Position Type and Expected Hours of Work

This is an exempt full-time position working 40 hours a week; typical workdays are Monday through Friday. Occasional evening and weekend work may be required as job duties demand.

Travel

Position requirements may be both office and community based and may require use of personal vehicle or public transportation. Some travel is expected for this position both locally and to national conferences.

Qualifications and Experience

- ***ECHO encourages applicants with diverse life experiences to apply*** – especially persons having experienced social or economic adversity and/or having lived experience of homelessness.
- Master's degrees in fields related to Public Health, Business, Social Work, Public Administration, or Behavioral Science are welcomed to apply; ***any extensive and applicable work or volunteer experience and/or educational credentials to perform the above duties successfully are highly encouraged to apply in lieu of degree credentials.***
- Knowledge and mastery of systems that serve people at risk of and experiencing homelessness and understanding of principles and implementation of practices that apply evidence based and innovative solutions to homelessness.
- Knowledge and understanding of the impact white supremacy culture has on institutions serving marginalized populations and comfort challenging institutional racism within the homelessness response system.
- Thorough understanding of principles and practices in project management, and techniques for the development of funding requests.
- An advance understanding of power dynamics and the ability to organize with community stakeholders to advance collective power.
- Excellent communication and coalition building skills with an ability to balance, negotiate, and work with a variety of internal and external stakeholders; high level of knowledge and understanding, especially as it relates to program administration, federal regulations and policies, CoC Program.
- Demonstrated, practical understanding and application of race, equity, diversity and inclusion principles within various settings (agency, community, and system levels).
- Highly organized and ability to wear multiple hats in an ambiguous, fast-moving environment; a driving force who manages toward clarity and solutions
- A successful track record in setting priorities, shaping processes, guiding investment in people and systems, and developing an infrastructure that creates a stronger and more efficient organization

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

ECHO Core Mission Values

Ideal candidates will share ECHO’s core mission values that housing is a basic human right, racial equity to essential to coalition building, that system collaboration is key to ending homelessness, and that all individuals and families deserve resources and opportunities to end their homelessness.

ECHO does not discriminate against any employee or job applicant because of race, color, religion, national origin, sex, sexual orientation, gender identity, veteran status, physical or mental disability, or age. Women, minorities, veterans, people with lived experience of homelessness, and other diverse populations are encouraged to apply.

To Apply

Interested candidates are to submit the application materials to the Community Planning and Partnerships Department at quianafisher@austinecho.org: 1) resume, 2) cover letter, and 3) contact information of 3 persons who have knowledge of your character, experiences, and/or abilities and can serve as references. Cover letter must include how the candidate’s experiences and perspectives on equity and diversity make them a qualified candidate. If applicable, candidates are encouraged to include how homelessness has impacted their own lives. Eligible candidates may be required to complete additional job application materials.

Signatures

This job description has been approved by all levels of management:

Director _____ Date: _____

Executive Leadership _____ Date: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____