

Ending Homelessness Program Manager

Northwest Minnesota Foundation, Bemidji MN

The Northwest Minnesota Foundation (NMF) is one of the six Minnesota Initiative Foundations (MIFs) established by the McKnight Foundation in 1986 to assist Minnesota's rural regions during the farm crisis in the 1980s. As the region's MIF and the only community foundation in the region, NMF has been serving the vast nonprofit community in northwest Minnesota for more than 30 years.

NMF provides grants and loans to organizations and small businesses and scholarships to individuals located within the 12-county region and the two tribal nations. Since its founding, NMF has invested millions to help make the region a better place to live and work.

Position Description

The Ending Homelessness Program Manager position is accountable for improving the homelessness response system guided by the Northwest Continuum of Care. The position will ensure NMF's program policies are appropriately aligned with local, state, and national policies, and participate in local, statewide, and national meetings to better plan and coordinate the homelessness response system. Additionally, the position will lead the annual performance monitoring of all projects funded through HUD across the NWCoC, becoming knowledgeable in best practices for managing and improving homeless programs and HUD program requirements.

Duties & Responsibilities

- You will provide quality communication and collaboration in all interactions, including external individuals and internal staff and board members.
- You will report to the Senior Program Manager for Community Health and Wellness and work with them to improve the homelessness response system generally guided by the Northwest Continuum of Care. This position will serve as the Coordinator for the Northwest Continuum of Care (NWCoC).
- You will be responsible for developing foundational people management skills to effectively support your team in delivering program objectives. This involves learning to foster a positive and supportive work environment where team members feel encouraged and valued. You will meet regularly with team members to provide basic coaching and feedback and, with guidance from senior leadership, help team members achieve their goals. You will support team accountability while building

Job Details

Industry
Community Foundation

Employment Type
Full-Time

Employment Status
Exempt

Job Functions
Program Implementation

Direct Reports
1

Position Reports To
Community Health and
Wellness Senior Program
Manager

Career Pathway
M400

communication and problem-solving skills essential for a collaborative and productive team environment.

- You will facilitate and lead virtual and/or in-person meetings, with a focus on improving the homelessness response system and cross-sector collaboration. You will respond to requests for information from NMF's partners and potential partners. You will be knowledgeable about systems change approaches and community development models to create lasting community impact.
- As the Coordinator of the Northwest Continuum of Care you are responsible for the overall administration of the regional collaborative to meet or exceed the requirements of the United States Office of Housing and Urban Development (HUD). This includes, but is not limited to the following tasks, developing materials and facilitating meetings of the board of directors and various committees, keeping an active and engaged membership body, completing the annual Housing Inventory Count and Point in Time Count, understanding and supporting compliance with HUD policies and state of Minnesota policies as needed, managing the annual HUD NOFO process, make recommendations to improve the COC to improve the homeless response system.
- You will be the liaison between multiple grant funders and support NMF in expanding relationships with external program managers and funding partners. You will be responsible for the success of these grants, maintaining positive relationships with grant funders, managing workplans, budgets and reporting.
- You are responsible for ensuring that NMF's Ending Homelessness program procedures are appropriately aligned with local, state, and national policies. This includes, but is not limited to the following tasks, review, interpretation, and compliance with local, state, and national policies, development and implementation of aligned Ending Homelessness program procedures.
- You are responsible for the administration and implementation of the NMF Rising Foundations Mitigation Fund. You will monitor the budget, oversee enrollment and ensure claims are processed timely. You will work with Advancement to ensure the program's financial sustainability.
- You will participate in local, statewide, and national meetings to better plan and coordinate the homelessness response system. This includes monthly meetings with statewide CoC Coordinators, monthly or potentially more frequent statewide homeless planning meetings, and meetings to enhance the statewide Homeless Monitoring Information System.
- You will lead the annual performance monitoring of all projects funded through HUD across the NWCoC. This includes the development of an annual monitoring plan and schedule, creating graphics to share with grantees, and leading a committee of peers to review projects. You will become knowledgeable in best practices for managing and improving homeless programs and HUD program requirements to best assist grantees.
- You will be knowledgeable and a key resource for implementing the Northwest Continuum of Care Coordinated Entry System, also known as the regional homeless response system. You will compile data and present on the overall progress of the system towards meeting goals of ending homelessness and HUD System Performance Measures. You will work closely with the NWCoC Priority List Manager to maintain the coordinated entry system.
- You will coordinate annual training for the members of the Northwest Continuum of Care. This will include the coordination of trainers and scheduling trainings for various topics. It will also include the development and facilitation of trainings required to be offered to the CoC, where you are the expert on the topic.
- You are responsible for all other duties as assigned.

What success looks like:

- You nurture a culture of high operational excellence and lead others in the organization through your example of courteousness, prompt resolutions, and answers to inquiries and requests from external and internal sources. You will be knowledgeable about the organization and the region we serve and seek to know the breadth and depth of the organization to better serve our communities. You will be a person who demonstrates a high level of initiative and collaboration in working with partners of NMF and the NWCOOC.
- You are a person who has the ability to set/lead virtual and/or in-person regional meetings and engage key stakeholders serving the regions homeless population. A successful person in this position will be able to work well with people who have lived experience of homelessness in the region. You have knowledge of community development and system change approaches.
- You are an individual with a passion for creating change in the community and believe that through collaboration anything is possible, including ending homelessness.
- You excel at fielding multiple requests at once with efficiency, prioritization, clear communication, and accuracy. You can compile data from complex information systems and produce clear and concise information for key stakeholders to review. You seek to work with other staff in a team-first approach.
- You are a person who will take the initiative to learn about best practices for improving the homeless response system, have the ability to field multiple requests at once with efficiency, prioritization, clear communication, and accuracy. You seek to lead NMF staff and the NWCOOC in a team-first approach.
- The Northwest Minnesota Foundation is committed to fostering a welcoming and inclusive workplace that reflects the communities we serve. You actively seek opportunities to grow your skills and strengthen our work across the region.

Obligations

Ownership of:

- Ending Homelessness program funding, compliance reporting, monitoring, and implementation.
- The Ending Homelessness program management system, you will develop key performance indicators and measure your progress towards those indicators.
- Facilitating a spirit of collaboration across partners of NMF and the NWCoC working to end homelessness.
- The submission of the NWCoC collaborative application to HUD and overall management of the process and ensuring NWCoC compliance with all HUD requirements for the CoC program.

Will collaborate in:

- Administration of the NMF Homeless Grant Program.
- Projects supported by the NMF Housing Program.
- Advocacy for policies that affect the region's homelessness.

Qualifications

Required:

- Bachelor's degree or equivalent combination of education and experience in social work, public policy or nonprofit administration.
- A minimum two years of experience in planning social work, public policy or nonprofit administration

- Experience working in rural communities.
- Proven track record in developing grant projects and proposals.
- Experience in project management.
- Knowledge of state, county and federal resources and experience administering government programs.

Preferred:

- Ability to analyze complex organizational issues and exercise sound judgment in program evaluation and review.
- Knowledge of northwest Minnesota issues and communities.
- Ability to communicate clearly and effectively both orally and in writing.
- Ability to establish and maintain effective relationships with public officials, agencies and general public.
- Ability to maintain complete information and prepare clear and detailed reports.
- Ability to function in a team relationship.
- Strong writing skills and demonstrated ability to prepare funding applications as well as complete reporting requirements after funding is secured.
- Ability to work well with youth in the region and people with lived experience of homelessness.
- Knowledge of basic social work principles such as trauma-informed approaches
- Passion for the mission of the Northwest Minnesota Foundation

Job Information

The Northwest Minnesota Foundation follows an equal opportunity employment policy and employs personnel without regard to race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression, age, physical or mental ability, pregnancy, veteran status, military obligations, and marital status. This policy applies to hiring, wages, internal promotions, training, opportunities for advancement, and terminations.

- This position offers a competitive salary (minimum of \$64,385 to a maximum of \$104,626), commensurate with experience and qualifications.
- The primary location for this position may be a remote work location within the 2-tribal nation and 12-county region served by the Foundation or live outside the region and commute multiple days per week to the Foundation's headquarters in Bemidji, Minnesota. Regardless of location, the individual must spend sufficient time at headquarters to ensure effective team and organizational collaboration.
- This position will require travel locally, regionally, state-wide, and potentially nationally.