Emergency Solutions Grant (ESG) Program Portfolio Specialist

Location: Remote; occasional in-person meetings and travel required
North Carolina residency preferred, but not required
Salary: $55,000–$65,000, commensurate with experience

Help Strengthen North Carolina's Response to Homelessness

What does it take to build a stronger system to end homelessness? It takes collaboration, thoughtful planning, responsible investment, and people who understand that how resources are distributed matters.

The North Carolina Coalition to End Homelessness (NCCEH) is seeking an Emergency Solutions Grant (ESG) Program Portfolio Specialist to help strengthen the statewide homeless response system. This is an opportunity to shape how federal homelessness resources are allocated, support communities in developing effective programs, and ensure funding decisions are informed by data, accountability, and equity.

Working across North Carolina's homeless services network, this position will lead the ESG funding competition for the NC Balance of State Continuum of Care (NC BoS CoC), support applicants and funded organizations, and help advance effective use of ESG resources. The successful candidate will bring strong project management, analytical, and communication skills, along with an interest in strengthening systems and improving outcomes for people experiencing homelessness.

About NCCEH

The North Carolina Coalition to End Homelessness (NCCEH) is a statewide membership organization working to strengthen homeless response systems and advance solutions to homelessness. We bring together service providers, advocates, and community partners to improve access to housing, services, and resources for people experiencing homelessness.

NCCEH serves as the Collaborative Applicant, HMIS Lead Agency, and CoC Support Organization for the NC Balance of State Continuum of Care, supporting a network spanning 79 counties and 13 regions.

What You'll Do

The ESG Program Portfolio Specialist plays an important role in strengthening the effectiveness, accountability, and impact of ESG-funded programs across the NC Balance of State. This position combines grant administration, funding strategy, data analysis, technical assistance, and collaboration with community partners.

Key Responsibilities

- **Lead the ESG Competition:** Coordinate and manage the NC Balance of State ESG funding competition, including application development, application review, scoring coordination, and funding recommendations.

- **Ensure Compliance and Accountability:** Support alignment with federal ESG regulations under 24 CFR Part 576, state requirements, and applicable program standards.
- **Strengthen Community Capacity:** Provide technical assistance, guidance, and resources to applicants and funded organizations throughout the competition and implementation process.
- **Use Data to Drive Decisions:** Analyze HMIS and system performance data to inform funding recommendations, assess project effectiveness, and identify opportunities for improvement.
- **Build Strong Partnerships:** Serve as a primary point of contact for ESG stakeholders, working collaboratively with state partners, service providers, and internal NCCEH teams.
- **Promote Transparency and Equity:** Help ensure funding processes are consistent, transparent, and aligned with the needs and priorities of the homeless response system.
- **Improve Systems and Processes:** Identify opportunities to strengthen grant administration, streamline workflows, and improve program performance.
- **Support the Bigger Picture:** Contribute to broader NC Balance of State CoC initiatives and special projects that advance the organization's mission.

What We're Looking For

We are looking for someone who is organized, analytical, collaborative, and comfortable managing complex processes. The right candidate understands that effective grant administration is about more than meeting deadlines and checking compliance requirements. It is about helping communities use resources strategically and responsibly to achieve better outcomes.

Essential Skills and Abilities

- Strong project management skills and the ability to coordinate complex, multi-step processes.
- Excellent organizational skills and attention to detail.
- Strong analytical and critical thinking skills, including the ability to interpret data and identify trends.
- Effective written and verbal communication skills.
- Strong listening, assessment, and problem-solving abilities.
- Ability to manage competing priorities, meet deadlines, and adapt to changing demands.
- Ability to learn and navigate technical systems, including the Homeless Management Information System (HMIS).
- Commitment to ethical practices, accountability, transparency, and equitable decision-making.
- Ability to work independently while maintaining strong working relationships with colleagues and community partners.

Additional Considerations

- Experience with federal grants administration, particularly the Emergency Solutions Grant (ESG) or other HUD-funded programs.
- Familiarity with federal regulations governing homeless assistance programs, including 24 CFR Part 576.

- Knowledge of homeless services systems, housing programs, and community-based service delivery.
- Experience with data analysis, performance measurement, grant monitoring, or program evaluation.
- Familiarity with North Carolina's homeless services system and community provider network is preferred.
- North Carolina residency is preferred, but not required.

Compensation and Benefits

Salary Range: $55,000–$65,000, commensurate with experience.

NCCEH provides a comprehensive benefits package to full-time staff, including:

- Medical, dental, vision, and life insurance coverage.
- Generous general leave.
- Organizational holidays.
- Child and community involvement hours.
- Annual retirement account contribution.

Join Our Team

NCCEH welcomes applications from diverse candidates, including individuals with lived experience of homelessness. We do not discriminate based on race, color, religion, sex, sexual orientation, gender identity, national origin, ancestry, disability, age, or marital status.

NCCEH believes valuing human dignity and promoting justice requires holding ourselves to a higher standard. The diversity of our state and the people we serve fuels our growth. We strive to go beyond representation by redistributing power to staff and people with lived expertise, making them equal partners in efforts to end homelessness.

We are committed to learning, growing, and succeeding together in an environment grounded in respect, curiosity, and shared purpose.

If you are interested in using your skills to strengthen homeless response systems and make a meaningful difference in how resources reach communities, we encourage you to apply.