Position Title: Emergency Solutions Grant **(**ESG) Program Portfolio Specialist
Location: Remote; occasional in-person meetings required

North Carolina Coalition to End Homelessness (NCCEH):
Established in the early 2000s, Leaders across North Carolina created NCCEH in response to rising rates of homelessness statewide. NCCEH is a statewide membership association of service providers, advocates, and community partners committed to strengthening systems that support people experiencing homelessness. We believe ending homelessness requires access to affordable housing, essential services, and sustainable income. We operate at the local, state, and federal levels to ensure these resources are available and accessible to North Carolinians with the greatest needs.

Position Summary:
The ideal candidate will be committed to achieving results in a demanding environment, able to manage a substantial workload, and skilled at tracking detailed information with precision. In this role, the ESG Portfolio Specialist leads and coordinates the NC Balance of State Continuum of Care's (NC BoS CoC) strategic direction for the Emergency Solutions Grant (ESG) program, overseeing the ESG competition process, ensuring compliance with federal regulations, including 24 CFR Part 576, supporting data-driven funding decisions, and advancing equitable and transparent allocation of ESG resources aligned with CoC system priorities. This position builds capacity, strengthens partnerships, and supports innovative solutions to alleviate homelessness.

Key Responsibilities:
- Lead and manage the NC Balance of State ESG funding competition, including application development, review coordination, and funding recommendations.
- Ensure ESG activities align with federal regulations (24 CFR Part 576), state requirements, and CoC strategic priorities.
- Provide technical assistance and guidance to applicants and subrecipients throughout the competition and implementation process.
- Analyze HMIS and system performance data to inform funding decisions and evaluate project outcomes.
- Collaborate with internal compliance staff and state partners to support regulatory monitoring and accountability.
- Serve as the primary point of contact for ESG stakeholders and facilitate cross-system coordination.
- Identify and implement process improvements to strengthen transparency, efficiency, and equitable funding outcomes.
- Support broader NC Balance of State CoC initiatives and special projects as assigned.

Essential Skills:
- Commitment to high professional ethical standards.

- Strong project management skills with the ability to manage complex processes.
- Results-oriented with a track record of meeting high expectations.
- Strong written and verbal communication skills.
- Excellent listening, assessment, and problem-solving skills.
- Ability to learn and navigate technical systems, including HMIS.
- Strong organizational, analytical, and critical thinking skills.
- Ability to manage multiple priorities and deliver results within tight timelines.

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

Employee Benefits:
NCCEH provides a comprehensive benefits package to all full-time staff, including medical, dental, vision, and life insurance coverage; generous general leave, organizational holidays, child, and community involvement hours; and an annual retirement account contribution.

NCCEH:
We invite applications from diverse candidates, including candidates with lived experience, and will 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. NCCEH commits to motivating partner agencies to embrace diversity, equity, inclusion, and belonging in our shared work. We seek to learn, grow, and succeed together in an environment of respect and curiosity.