

## **ORGANIZATION DESCRIPTION**

The North Carolina Coalition to End Homelessness (NCCEH) was established in response to the ever-increasing number of people experiencing homelessness, especially families, in the state of North Carolina. NCCEH is a statewide membership association of activists and organizations committed to ending the trauma of homelessness through targeted education, advocacy, data collection and analysis, and collaboration with local, state, and national stakeholders.

## **MISSION**

NCCEH upholds human dignity by pursuing justice and engaging in innovative partnerships to end homelessness in North Carolina.

## **WHAT IS THE NC BOS CoC?**

The NC Balance of State Continuum of Care (NC BoS CoC) was established in 2005 to help rural communities access HUD funding. With this funding, organizations serve unhoused residents through programs such as permanent supportive housing, rapid rehousing, supportive services, coordinated entry, and HMIS projects. The NC BoS CoC is one of twelve CoCs in North Carolina, representing 79 out of 100 counties in the state. NCCEH is the Collaborative Applicant for the NC BoS CoC.

## **POSITION DESCRIPTION**

NCCEH is recruiting a Director of the NC Balance of State CoC. The person in this position reports to the Executive Director. The primary responsibilities for this position include:

### **Staff Supervision, Development, & Support**

- Serve on the NCCEH Leadership Team to help operationalize the agency's strategic plan, develop and manage its annual budget, identify and respond to staff needs, develop a human-centered culture, and center the mission and vision of NCCEH in yearly planning
- Supervise and support CoC staff through day-to-day guidance, 1:1 check-ins, project team meetings, annual evaluations, work plan updates, and professional development opportunities

### **BoS CoC Development & Coordination**

- Support the NC BoS CoC Steering Committee (SC) and subcommittees in their function to lead and serve the CoC
- Ensure timely communication within the CoC and with external partners through emails, webinars, the agency's website, and other appropriate media

- Develop and lead priority initiatives for the CoC by interfacing with managers of CoC Projects, inter-agency staff, budget and program monitoring entities, and other stakeholders.
- Develop a formalized system for Technical Assistance (TA) for CoC partner agencies and supervise its delivery to meet the needs of the CoC

### **BoS Applications for Funding**

- Lead the development and submission of the Collaborative Application for the CoC Notice of Funding Opportunity (NOFO)
- Lead and manage annual ESG and CoC competitions, including advertising the competition, communicating with stakeholders, and reviewing, scoring, and ranking new and renewal projects
- Manage special and ad hoc HUD funding opportunities, including running targeted local competitions as needed
- Ensure complete grant applications are submitted in a timely fashion

### **BoS Project Evaluation**

- Supervise project monitoring and support of CoC-funded projects
- Supervise staff who conduct quality assurance, complete compliance reviews, and monitor spending and service delivery aligned with HUD regulations

### **BoS HUD Compliance**

- Serve as the agency's primary contact and content expert on HUD CoC policies, program guidelines, and priorities
- Maintain open, transparent, collaborative relationships with HUD staff in DC and the Greensboro Field Office
- Actively participate in HUD technical assistance efforts to guide sub-recipients and other partner agencies
- Collaborate with the Finance and Operations Director to manage CoC grants (incl., the HUD Planning and CE-SSO Grants and state ESG Grants) to support staff and eligible activities, including designating the annual budget, monitoring invoices, and submitting reports to HUD and the state ESG office.
- Work with the HMIS Lead agency staff within NCCEH to support the HMIS Advisory Board by serving on the board and emphasizing the use of data to inform policies, practices, and programs
- Collaborate with the HMIS Lead to plan and complete the annual PIT/HIC and prepare data for submission

- Consult with the CoC Steering Committee to monitor and revise written standards and policies of the CoC as outlined in the governance charter

## **QUALIFICATIONS**

**The ideal candidate for this position will meet most of the following criteria:**

1. Has at least 10 years' experience navigating regulatory guidelines for federal and state housing programs for people experiencing homelessness
2. Has at least 5 years developing and managing programs with diverse stakeholders
3. Has at least 5 years developing and supervising staff
4. Has extensive experience writing and managing federal and state grants dedicated to serving people experiencing homelessness
5. Has strong written and verbal communication skills, especially skilled in explaining the nuances of regulatory guidelines and guiding people through multi-step processes
6. Is trustworthy, organized, good at record-keeping, prompt in responding to email and phone calls, and open to suggestions

## **Other Preferences**

- Is a collaborative, person-centered leader who values empathy and team success
- Is committed to Housing First as the best evidence-based model to end homelessness
- Has lived experience and expertise in homelessness and systems that impact vulnerable communities
- Practices open, transparent communication to build healthy relationships on the team and with external partners
- Values listening, learning, humility, honesty, inclusion, equity, and justice
- Ability to attend weekly Leadership Team meetings in person in our Durham office.

## **Residency Requirement**

NCCEH embraces a hybrid work environment for all staff.

## **Additional Information**

NCCEH believes valuing human dignity and promoting justice requires that we hold ourselves to a higher standard. The diversity of our state and the people we serve is the fuel that drives our growth. We will reflect this diversity by going beyond representation to redistribute power to staff and people with lived expertise, making them equal partners in our efforts to end homelessness. NCCEH commits to motivating our partner agencies

(stakeholders) to embrace diversity, equity, inclusion, and belonging in their work. We seek to learn, grow, and succeed together to embody an environment of respect and curiosity.

### **SALARY & BENEFITS**

NCCEH offers excellent compensation and benefits. The salary range for this position is \$85,000 – 90,000 annually. Benefits include generous leave, 100% medical+vision+dental coverage for staff, Employee Assistance Program, HSA Option, SEP IRA retirement contributions, and a hybrid work environment. The position will be open until filled.

**Please use the following link to apply for this position:**

<https://app.smartsheet.com/b/form/e5c5242ec49f4fd9af1c220542e1f332>