



LOCAL INITIATIVES SUPPORT CORPORATION

POSITION TITLE - CONTINUUM OF CARE DIRECTOR – KALAMAZOO COUNTY

REPORTS TO – EXECUTIVE DIRECTOR

JOB CLASSIFICATION – EXEMPT / FULL TIME

LOCATION – KALAMAZOO, MI

THE ORGANIZATION:

What We Do

With residents and partners, LISC forges resilient and inclusive communities of opportunity across America – great places to live, work, visit, do business and raise families.

Strategies We Pursue

Strengthen existing alliances while building new collaborations to increase our impact on the progress of people and places.

Develop leadership and the capacity of partners to advance our work together
Equip talent in underinvested communities with the skills and credentials to compete successfully for quality income and wealth opportunities.

Invest in businesses, housing and other community infrastructure to catalyze economic, health, safety and educational mobility for individuals and communities.

Drive local, regional, and national policy and system changes that foster broadly shared prosperity and well-being.

Over the last 38 years, LISC and its affiliates have invested approximately \$20 billion in businesses, affordable housing, health, educational mobility, community and recreational facilities, public safety, employment and other projects that help to revitalize and stabilize underinvested communities. These investments have leveraged more than \$50 billion in development activity and helped families and communities raise their standards of living. LISC investments impact the lives of nearly 7 million Americans.

Headquartered in New York City, LISC's invests in every state in the country with offices in 31 urban markets from Buffalo to San Francisco. Our rural programs make an impact in 44 states, and are supported by LISC's talented and dedicated workforce. Visit us at www.lisc.org

Background

Local Initiatives Support Corporation (LISC) seeks qualified candidates for the Kalamazoo Continuum of Care Director position in Kalamazoo, MI. LISC in Kalamazoo has served as the convener and facilitator of the Kalamazoo County Continuum of Care collaborative for more than 15 years.

Job Description

The Kalamazoo County Continuum of Care Coordinator will have responsibilities for coordinating and facilitating the Kalamazoo County Continuum of Care Body and sub-committees and managing the annual funding processes for \$1.9M in state and federal support for homelessness prevention and rapid re-housing activities. This position will lead the application process for MSHDA Emergency Solutions Grant (state) and HUD Supportive Housing Program (federal) grants funds, as well as monitoring grantees and assessing progress on meeting community-wide goals, evaluating program performance, and monitoring compliance with all state and federal funding requirements. The position will be located in the Kalamazoo LISC office and reports to the Executive Director for Michigan-Statewide LISC.

Continuum of Care Responsibilities

- Manage and staff the Kalamazoo County Continuum of Care and all associated projects and support work, including meeting preparation, facilitation, and creating accountability for action items;
- Oversee process for HUD Super NOFA and MSHDA ESG applications; manage grants, including monitoring grantees performance and effectiveness of funded projects to ensure Kalamazoo's continued competitiveness in attracting state and federal funds to support homelessness prevention and rapid re-housing efforts;
- Develop the CoC's local update to the 10 Year Plan to End Homelessness, based on national goals for homelessness prevention and rapid re-housing outlined in the Federal Plan to End Homelessness, Opening Doors and incorporate community vision, best practices, and measurable outcomes to local planning efforts;
- Develop and implement a marketing/education/communication strategy to heighten awareness of Plan to End Homelessness issues and local steps being taken to address homelessness issues.
- Oversee implementation of plan strategies; collect and analyze applicable community data to determine progress in meeting community-wide goals and make funding recommendations to community partners and LISC Local Advisory Board
- Assist Housing Assistance and Resource Agency (HARA) with desk and/or on-site monitoring of MSHDA ESG grant recipients;
- Plan and oversee special events, point in time counts, and best practice sharing opportunities for partners;
- Research, identify and apply for additional funding sources to meet Kalamazoo County Continuum of Care goals
- Other duties as Continuum of Care process evolves and/or are assigned by the LISC Executive Director

Essential Qualifications

- Bachelor's Degree from an accredited college or university in Public Administration, Sociology, Business Administration, or a related field, and minimum of two (2) years experience in grant administration required;
- Master's Degree in a related field and five (5) years of progressive experience in management of state and/or federal grants and project monitoring, or equivalent combination of experience and training that provide essential knowledge, skills and abilities preferred;

- Experience with Continuum of Care planning and management processes and familiarity with homelessness issues strongly preferred
- Strong interpersonal skills and the ability to develop strong working relationships across community, public, and private sectors;
- Excellent oral and written communication skills, including ability to write and prepare grant proposals;
- Proven ability to manage and facilitate collaborative decision-making processes and achieve established outcomes;
- Experience in negotiation and conflict resolution procedures, as well as ensuring programmatic compliance to meet community benchmarks and goals;
- Ability to manage multiple projects simultaneously; Comfort and flexibility with an evolving and changing state and federal funding requirements and dynamic local partnerships;
- Strong analytical skills and ability to measure and evaluate program performance
- Strong computer skills including Microsoft Suite, online grant systems (e-Snaps), and the use of social media tools;
- Knowledge and skills in marketing, event planning, and meeting coordination techniques.

Compensation

LISC offers a competitive salary and excellent benefits.

Applicants should forward a cover letter and resume to:

ATT: Charlotte Smith, Deputy Director, Michigan-Statewide
Local Initiatives Support Corporation
141 E Michigan Avenue, STE 501,
Kalamazoo, MI 49007
csmith@lisc.org

**LISC IS AN EQUAL OPPORTUNITY EMPLOYER
COMMITTED TO DIVERSITY & INCLUSION**