



JOB DESCRIPTION

Position Title	Program/Department	Reports to
Director of the Lakeshore Housing Alliance	LHA	Executive Director
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt	03/15/2024

POSITION SUMMARY

The Director of the Lakeshore Housing Alliance is responsible for the Continuum of Care (CoC) for Ottawa County which is a planning and coordinating body promoting the ending of homelessness. The CoC Coordinator facilitates the community initiative and prepares state and federal grant proposals. This position also provides oversight and guidance for the day-to-day operations of the Ottawa County implementation of the Homeless Management Information System which consists of HMIS planning, on-going training and technical support for agency administrators and end users.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

Working with Community Partners

- Facilitate, with LHA Co-Chairs, the creation of agendas for bi-monthly meetings of the membership and bi-monthly meetings of the Executive Committee. Complete and distribute minutes.
- Facilitate communication within the LHA; distribute/disseminate all pertinent information sent by MSHDA, HUD, etc., to LHA members.
- Facilitate, or participate in, taskforces designed to address the needs of people experiencing homelessness including but not limited to Youth Homelessness Task Force, Racial Equity Strategic Planning, By Name List, Ottawa County Housing Commission, and Community SPOKE (see attached for more detailed descriptions)

Strategic Coherence

- Work with the LHA Executive Committee to create an annual LHA work plan designed to achieve goals established by the Michigan State Housing Development Authority (MSHDA), the U.S. Department of Housing and Urban Development (HUD) and aligns with local priorities.
- Coordinate the implementation of the LHA Strategic Plan through the organization of task forces and/or committees.
- Participate in relevant trainings and informational meetings offered by HUD, MSHDA, etc.; disseminate information to LHA members as applicable.

Communications

- Distribute information via social media networks.
- Represent the LHA at appropriate community meetings and events.
- Facilitate communication at the regional level.

Grant Management

- Write and submit the Emergency Solutions Grant Exhibit 1 document with assistance from LHA member agencies.

- Write and submit the HUD CoC Program Collaborative Application document with assistance from LHA member agencies.
- Facilitate the application process for the Community Foundations homelessness prevention endowment funds.
- Utilize the grant management portal to accept and review submitted applications for all grants in collaboration with the LHA Allocation and Accountability Committee.
- Provide oversight and monitoring of Emergency Solutions Grant and CoC Homeless Program grantees.

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

- Superior Performance: quality assurance by creating accurate and thorough work products.
- Self-Motivated: ability to drive oneself to take initiative and action to pursue goals and complete tasks
- Analytical: driven by curiosity and creative problem solving to find collaborative solutions.
- Integrity: accountable for actions, keeping commitments, and speaking honestly and truthfully with others
- Embracing & Managing Change: open minded and creative approach to change which challenges assumptions and existing practices.
- Commitment to Diversity, Equity, and Inclusion: demonstrate valuing the diversity of others' opinions and experiences.
- Mission-Focused: Catalyze others' commitment to mission to create real social change that leads to better lives and healthier communities. This drives their performance and professional motivations.
- Relationship-Oriented: Understand that people come before process; cultivate and manage relationships toward common goal.
- Collaborator: Understand the roles and contributions of all sectors of the community and can mobilize resources (financial and human) through meaningful engagement.
- Results-Driven: Dedicated to shared and measurable goals for the common good; creating, resourcing, scaling, and leveraging strategies and innovations for broad investment and impact.

PREFERRED QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

- Bachelor's Degree preferred, or any equivalent combination of training, education and experience that demonstrates the ability to perform the duties of the position.
- 3+ years of working with multiple agencies, programs, and Boards of Directors
- 5+ years of working with Federal, State and Local housing entities
- Spanish language proficiency a plus

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Ability to lift, carry and move 20 pounds with or without assistive devices.
- Must frequently use typical office equipment (telephone, multifunctional devices, postage meter, etc.)
- Frequent time spent sitting, standing, and presenting, usually in an office environment.
- Communicates with constituents, staff, volunteers, board members and/or partners by phone and in person
- Frequent travel throughout Ottawa county is necessary, occasional travel to surrounding areas.