PARTNERS FOR HOME

Deputy Director of Programs & Policy

Reporting to and under the direction of the Chief Operating Officer (COO), the Deputy Director of Programs & Policy will be responsible for supporting the planning, policy, programs, system performance, and processes and policies to improve the quality and performance of Partners for HOME (PfH)- the City of Atlanta’s Continuum of Care (CoC).

The Deputy Director of Programs & Policy will provide oversight and direction to Senior Project Managers tasked with developing the designated work verticals of the PfH CoC.

Essential Functions:

- Assist in analyzing system gaps and help develop plans for implementation of new strategies to further CoC system improvement through the Coordinated Entry System, HMIS Data Management, Diversion, Youth, Outreach, Performance Measurements, the HUD NOFA process, and other programmatic components identified to achieve the goals of the strategic plan.
- Identify and coordinate efforts to improve the quality and performance of programs funded by HUD and other public/private stakeholders.
- Support community stakeholders, CoC member agencies, and staff to make homelessness in the City of Atlanta rare, brief, and non-recurring.
- Under the supervision of the Mayor’s Office of Human Services and the COO of Partners for HOME, you will work in close partnership with the PfH staff, Continuum partners, the City of Atlanta Staff/Departments, US Department of Housing and Urban Development (HUD), and other key stakeholders to oversee and execute the vertical lines of work in the CoC’s annual strategic system transformation work plan.
- Co-lead weekly project management meetings and hold weekly project management meetings.
- Oversee the completion of Environmental Reviews for the City of Atlanta.
- Other duties as assigned.

Qualifications:

- Experience with federal funding requirements and programs.
- Proficiency in Microsoft Word, Excel, PowerPoint, and a database system.
- Supervisory experience of at least 3 direct reports.
- Masters’ degree in a related field and at least 5 years’ experience.

Competencies, Knowledge, Skills, and Abilities:

- Experience with federal funding requirements and programs.
- Experience with program evaluation.
- Strong project management skills.
- Proven ability and experience with data review, data analysis, and data quality oversight.
- Experience with leading committees/groups to achieve established goals and objectives.
- Experience with leading a project to completion within a group/committee structure.
- Able to develop and produce reports/projects - start (data gathering) to finish (formatting/submission).
- Ensure consistency with other work.
- Creative approach.
- Meet deadlines with minimal supervision.
- Coordinate staff contributions to projects.
- Appreciation for importance and value of complete and accurate data in the current funding climate, which places great emphasis on performance.
- Experience working with Homeless Management Information System (HMIS) data.
- Planning, analytical, negotiation, and problem-solving skills to resolve complex and diverse issues.
- Experience in interpreting public policy and disseminating information to relevant groups in a clear and concise manner.
- Strong verbal and written communication skills to effectively communicate ideas and information to a variety of audiences (staff, media, community leaders, elected officials, and other senior level external staff), including creation and delivery of presentations and written reports.
- Excellent organizational and project coordination skills.
- Excellent interpersonal skills- ability to serve as representative of PfH and agency in group and public forums.
- Able to work (and thrive) under pressure.
- Background in low-income housing/poverty/homelessness.

**Compensation:**

Partners for HOME offers a competitive compensation package including base salary, bonus, health, 401k, and vacation benefits.

Partners for HOME is an Equal Opportunity employer. Personnel are chosen on the basis of ability without regard to race, color, religion, sex, national origin, disability, marital status or sexual orientation, in accordance with federal and state law.