SUMMARY:
South Dakota Housing Development Authority (SDHDA) is a nonprofit housing finance agency with a mission to provide decent, safe and affordable housing to South Dakotans. On any given night over 950 people are homeless in South Dakota. Both hidden and in plain sight, many families and individuals struggle to survive every day. South Dakota Housing for the Homeless Consortium (SDHHC) is leading the state of South Dakota's homeless work and the Coordinated Entry System (CES). The CES Project Manager is a critical leader in our effort to reduce homelessness in South Dakota. The Project Manager will work closely with SDHDA, members of SDHHC, funders, and community partners to develop and implement Coordinated Entry. Coordinated Entry links people experiencing homelessness to housing programs and services across South Dakota. CES is a key innovation in reducing homelessness and the importance of this strategy has been underscored by the federal Department of Housing and Urban Development (HUD) setting requirements for communities to establish a coordinated engagement system.

The CES Project Manager is responsible for implementing a state-wide initiative to address and end homelessness and provides leadership to the CES team. This challenging position directly impacts the lives of people in need and will reward effort and dedication with tangible results. To be successful, the CES Project Manager is a critical thinker, a change agent, and an implementer.

SCOPE OF WORK:
- Manage a complex inter-jurisdictional and inter-agency project implementing the new CES system and manage CES operations upon implementation.
- Resolve outstanding issues related to the CES system planning, currently in process, and assists in developing infrastructure for the system, including operations, governance, budget, and staffing.
- Develop and manage contracts and/or partnering agreements with and between various entities, including funding partners, and other non-profit agencies.
- Develop and refine CES assessment tools and ensure ongoing training and quality assurance for CES assessments.
- Resolve any outstanding issues with the access plan currently in process and continue to evaluate and enhance the plan as necessary.
- Create outreach to inform people experiencing homelessness and at risk of homelessness, homeless service providers, potential referral sources, and the general public about the CES system and how to access the system.
- Direct and conduct public forums and processes with a variety of stakeholders to inform them about programmatic and policy matters and to gather meaningful input from them concerning programmatic and policy direction.
- Represent SDHHC and serve as liaison to public and private funders with relation to implementation of CES.
- Work with SDHHC and SDHDA regarding project and program evaluation for continuous improvement and in making project/program policy recommendations.
- Coordinate with SDHHC, SDHDA, and public and private funders to utilize CES to inform a comprehensive system approach to preventing and ending homelessness and on funding priorities, restrictions, contracts and outcomes so as to align with CES.
• Lead efforts to integrate resources cross systems resources with CES, in particular behavior health, employment, and others.
• Coordinate with access agencies and regional leads to conduct case conferencing and monitor the master list of homeless individuals.
• Coordinate with SDHDA and regional leads and housing providers for housing placement and create grievance policies.
• Perform other duties as assigned.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:
1. Bachelor’s degree in a relevant field and five years of experience in planning and/or implementing affordable housing, social services, and/or homelessness programs; or equivalent combination of education and experience.
2. Experience leading inclusive planning processes that bring together constituencies representing diverse interests, and successfully result in concrete products.
3. Experience with managing RFP/RFQ processes.
4. Experience with contract development and management.
5. Skill in gathering, manipulating and using data utilizing a computer and other tools.
6. Strong communication skills.
7. Demonstrated ability to work as a team leader and as a liaison between systems both internally and externally with other jurisdictions and service providers.
8. Ability to work under deadlines, work on a number of tasks simultaneously, and organize and prioritize work quickly in response to changing needs.
9. Demonstrated proficiency with 2010 Microsoft Word, Excel, and Outlook and ability to quickly learn the Homeless Management Information System (HMIS).
10. Valid South Dakota State Driver’s License or the ability to travel throughout the state in a timely manner.

PREFERRED QUALIFICATIONS: Demonstrated knowledge of and experience in working with people experiencing homelessness or homeless services. Ability to successfully manage challenging politically sensitive situations. Experience with Coordinated Entry and Homeless Management Information System (HMIS). Proven ability to support partner agencies undergoing organizational change.

PERIOD OF PERFORMANCE: The start date will be mutually agreed upon by both parties with a proposed start date of January 2, 2018. This position will run through January 2, 2019, with the option to renew for one (1) additional year, at the discretion of SDHDA. SDHDA will entertain the option of either hiring of a full-time temporary employee of SDHDA or by entering into a contractual agreement with a consultant.

LOCATION: The CES Project Manager will be responsible for CES implementation statewide and travel will be necessary. If CES Project Manager is an employee of SDHDA, preference will be given for individuals located in Pierre, SD.

PROPOSAL SUBMISSION: Proposals must be received by no later than 5:00 PM CT, November 20, 2017, addressed to Lorraine Polak, Director of Rental Housing Development, SDHDA, PO Box 1237, Pierre, SD 57501; lorraine@sdhda.org. Electronic versions are acceptable.

Proposals are to include the following:

1. A technical approach which describes how you will carry out the tasks outlined above.
2. Resume including education, qualifications, and previous experience.
3. Examples of projects, knowledge, expertise and/or relevant work experience.
4. Indication of preference for this position as a contractual basis or as a temporary full-time employee. A firm estimate of the fees to be charged and an estimate of expenses that would be incurred or salary expectations. The full-time temporary employee will be eligible to participate in SDHDA’s benefit package.
5. Names, phone numbers, and email addresses of individuals at three nonprofit organizations who you have worked with during the last eighteen months and whom we can contact as references.

We will hold interviews with finalists during the time frame of December 7 – 15th, 2017. If you have questions, please email them to lorraine@sdhda.org or call 605-773-3181.