



Monarch Housing Associates
Special Initiatives Team Manager Job Description

Job Title: Special Initiatives Team Manager

Reports To: Director of Homeless Planning

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General Description:

Monarch Housing Associates works to end homelessness in New Jersey through sound planning and the creation of housing opportunities for all. To this end, the homeless planning team works with all twenty-one counties throughout the State in varying aspects of their Continuum of Care implementation, data evaluation and reporting, execution of special initiatives and homeless planning efforts. The Special Initiatives Team Manager would oversee the members of the HPT's Special Initiative team, focusing on strategic planning and implementation, oversight of the Community Lead Planning and Development (CLPD) work, ongoing homeless planning activities and system improvement.

Key Responsibilities

Direct Community Support:

The Special Initiatives Team Manager would provide direct CoC consulting services to at least one Continuum of Care throughout the State. The level of work may vary depending on the CoC. This work includes, but is not limited to:

- Prepare annual Continuum of Care grant application including leadership in a local allocations committee
- Meeting Attendance and Facilitation:
 - Attend community meetings to facilitate the planning process and provide technical assistance services
 - Prepare meeting materials to facilitate conversation on local needs and strategies
 - Facilitate meetings of local advisory boards that provide persons with lived experience the opportunity to lead planning conversations
- Provide support and technical assistance in understanding CoC HUD regulations
- Assist in preparation, implementation and analysis of annual Point in Time Count activities
- Consult on the allocation strategies for funding sources contributing to the homeless service system

Strategic Plan Development

Monarch Housing Associates has worked with communities across the state to develop strategic plans to address homelessness. The Special Initiatives Team Manager would be responsible for overseeing, and possibly contributing, to strategic plan development. That work includes, but is not limited to:

- Evaluate local homeless systems and provide recommendations for improvements
- Research best practices in the homeless, housing and service arena and assist in the development of model programs in local communities



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- Develop, write and/or contribute to reports, posts, testimony and other documents addressing issues of homelessness
- Facilitate the development and implementation of local plans to end homelessness
- Assist in other activities that arise that foster the goals and objectives of the CoC and Monarch

Team Management:

The Special Initiatives Team Manager would be the direct supervisor to the special initiatives team. This work includes, but is not limited to:

- Facilitating at least monthly one-on-one check ins with all team members to ensure work completion and appropriate workloads as well as assist in strategic planning and troubleshooting
- Facilitate regular team meetings to provide cross member learning and strategic planning
- Set internal team deadlines to ensure all members meet all contract required deadlines
- Collaborate with the Data Team Manager on all data reporting and analysis requests
- Identify and work to address all personnel and/or community related issues tied to the Special Initiatives Team with the Director of Homeless Planning
- Identify and fill new member positions including updating job description, reviewing resumes, completing initial interviews and leading onboarding
- Assist with onboarding and ongoing training of team members in areas such as:
 - Strategic planning
 - HUD regulations
 - Program implementation
 - Best practices
 - Meeting facilitation/agenda setting
- Identify external conference and training needs and requests of team
- Strategize with Director of Homeless Planning regarding team needs and growth

Agency Support

All Monarch staff are expected to participate in the planning and execution of agency wide events and efforts such as an annual conference and/or advocacy and policy initiatives.

Qualifications:

- **Minimum requirements:**
 - Excellent writing and research skills
 - High degree of organizational skills, including the ability to manage multiple priorities
 - Demonstrated ability to work independently and as an effective team member



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- Excellent track record in demonstrating successful independent judgement
- Outstanding interpersonal skills
- Experience working with diverse groups of stakeholders
- Ability to follow clear directions and work under tight deadlines
- Comfortable with public speaking in small and large groups
- Proficiency in Word, Excel, and Adobe Acrobat, PowerPoint
- Ability to think creatively to problem solve and assist with conflict resolution
- Willingness to travel within New Jersey – possess a reliable car and valid driver's license
- Applicants must be authorized to work for any employer in the U.S. We do not currently sponsor for immigration or work permit applications.
- Preferred skills & experience
 - Experience working with the Continuum of Care
 - Experience in team management or supervision
 - Experience in grant management
 - Experience in supervising staff and leading team activities
 - Experience utilizing New Jersey's Homeless Management Information System
 - Experience working with HUD programs or other federal or state programs
 - Familiar with local, state, or federal funding sources

Job Schedule and location: Full-time hours, generally M-F, 9:00am-5:00pm. Must be willing to work occasional hours outside normal work hours. Must be able to come into the Monarch office in Cranford as needed. Travel around the state of New Jersey is required.

Compensation: Approximately \$80,000. Full benefits package available, including fully paid Health, Dental and Vision insurance, 401K, 401K match, paid time off, and professional development opportunities.

Monarch is an Equal Opportunity/Affirmative Action Employer and is committed to diversity, equity, and inclusion in its workforce. We encourage candidates who will help us live out this commitment to apply.

How to Apply:

Please send cover letter and resume to:
Hilary May, hmay@monarchhousing.org