



JOB TITLE: Statewide Initiatives Coordinator

ABOUT THN:

Texas Homeless Network (THN) is a non-profit membership-based organization helping communities strategically plan to prevent and end homelessness. THN works to end homelessness in Texas by collaborating with all communities, large and small, across the state to build systems to achieve this goal. We coordinate local and national advocacy efforts, data collection and research, host an annual statewide conference, and serve as the host agency for the Texas Balance of State Continuum of Care (CoC) where we assist in the coordination of programs and funding.

DESCRIPTION:

THN seeks to fill the full-time position of Statewide Initiatives Coordinator. This position will support the goals of the statewide initiatives program at THN by leading efforts to coordinate projects focused on statewide CoC coordination, Data Sharing Network implementation, Advocacy, and fund development to support activities under this program.

This position is reliant upon grant funding, and employment is contingent on the continued receipt of grant funds in addition to the receipt of unrestricted funding from other sources.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Texas CoC Coordination (10%)

- Develop and maintain TX CoC coordination operational goal matrix in collaboration with the President/CEO.
- Create and maintain a CoC coordination project year schedule of tasks and implementation steps.
- Manage the scheduling and facilitation of statewide CoC coordination meetings with assistance from Statewide Initiative Coordination VISTA member.
- Manage CoC coordination communication with assistance from the Statewide Initiative Coordination VISTA member and Statewide Initiatives program assistant.



Data Sharing Network Implementation (40%)

- Develop and maintain Data Sharing Network operational goal matrix in collaboration with the President/CEO.
- Create and maintain Data Sharing Network project year schedule of tasks and implementation steps.
- Lead THN's efforts to initiate and execute an HMIS Data Warehouse Proof of Concept (POC) with up to 4 CoCs.
- Produce a final assessment of the POC to present findings to President/CEO, POC participants, THN Board, and Texas Interagency Council for the Homeless (TICH).
- Develop a project implementation plan for a statewide Data Sharing Network Implementation in collaboration with the President/CEO.
- Construct Memorandums of Agreement (MOAs) necessary for a statewide Data Sharing Network Implementation with assistance from the Statewide Initiative Coordination VISTA member and input from CoC representatives.
- Create Request for Proposals (RFP) in preparation for the solicitation of proposals from vendors to supply the technical assistance, hardware, and software needed for data sharing network.
- Manage Data sharing network communication with assistance from the Statewide Initiative Coordination VISTA member and Statewide Initiatives program assistant.

Advocacy (30%)

- Assist President/CEO and Director of Development and Communications in the creation and maintenance of the THN Advocacy project year schedule of tasks and implementation steps.
- Assist in finalizing THN's essential policy priorities with Director of Development and Communication and the President/CEO.
- Assist President/CEO to identify legislation affecting people experiencing homelessness, and delegate research to Statewide Initiatives program assistant, interns, or volunteers as possible.
- Assist President/CEO, Director of Development and Communication, and the Statewide Initiatives program assistant in the coordination of Homelessness Awareness Day at TX Capitol and Capitol Hill Day in D.C. during NAEH's annual conference and development of material for each as needed.
- Assist President/CEO and Statewide Initiatives program assistant to schedule meetings with legislators' offices as necessary.

Fund Development (20%)

- Develop and maintain Statewide Initiative fund development operational goal matrix in collaboration with the President/CEO.
- Create and maintain Statewide Initiative fund development project year schedule of tasks and implementation steps in collaboration with the Director



of Development and Communication and THN's Development VISTA member.

- Identify funding opportunities in collaboration with the Director of Development and Communication and THN's Development VISTA member.
- Initiate tasks required for grant applications or foundation resource requests identified which may support Statewide initiative activities: CoC coordination, Data Sharing Network implementation, and advocacy.

QUALIFICATIONS:

- Bachelor's Degree or at least four years of related work experience required; Master's preferred in public policy, data analysis, social sciences, or related field; relevant work experience considered in lieu of graduate degree
- Passion for social justice issues and the belief that ending homelessness is possible
- Experience and proficiency with Microsoft Excel required
- Strong interpersonal skills and the ability to develop strong working relationships across community, public, and private sectors
- Strong community development experience and the ability to collaborate with others to plan, implement, and finish high-quality projects
- Excellent communication skills, including the ability to train groups, write documents and create training materials
- Ability to create and manage complex spreadsheets and reports
- Ability to serve as a confident and commanding facilitator

WORKING CONDITIONS:

Must be available to travel up to 20 percent of the time

PAY AND BENEFITS:

- \$47,500/year
- Benefits provided include health insurance, dental insurance, and 401K.

HOW TO APPLY: Email a cover letter, a resume, and three references to hr@thn.org. The application deadline is 2/8/2019.

Only those selected for an interview will be contacted. Priority consideration may be given to people with lived experience of homelessness.

THN is an Equal Opportunity Employer that offers positions with varying skill levels and responsibilities that amplify our mission. We strongly encourage members of traditionally underrepresented communities to apply, including people of color, LGBTQ identified people, gender-nonconforming people, individuals with disabilities, veterans, and people who speak a language in addition to English.