



JOB ANNOUNCEMENT

JOB TITLE: Director of Data

DESCRIPTION:

THN seeks to fill the full-time position for the Director of Data. This position works in collaboration with the Director of Engagement and the Director of Planning and manages six Data Team members. This position oversees projects and supervises the day-to-day operations of the Data Team, project manages team tasks, provides guidance to team members, and distributes the workload appropriately. It is the Director of Data's duty to guide the team's vision and ensure that plans are developed, implemented, and completed. The Director of Data will participate in the planning and implementation of the of the Continuum of Care (CoC) Strategic Plan as it pertains to the Data Team. This role will also coordinate initiatives to advance the organization's and CoC's racial equity goals. This position is grant funded, and employment is contingent on the continued receipt of grant funds.

ABOUT THN:

Incorporated in 1991, Texas Homeless Network (THN) is a 501(c)(3) non-profit organization that is dedicated to addressing homelessness statewide through education, resources, and advocacy. THN provides training and technical assistance on best practices to prevent and end homelessness. THN serves as the lead agency and Homeless Management Information System (HMIS) lead agency for the TX BoS CoC which covers 215 counties in the state.

QUALIFICATIONS:

- Excellent interpersonal skills relating to communication, motivation, and mentoring: observing and active listening, assessing performance, giving and receiving feedback, prioritizing, aligning resources, and organizing processes and tasks
- Strong project management skills
- Strong time management and delegation skills
- Strong conflict resolution skills including problem-solving and decision-making
- Strong ability to collaborate with others to plan, implement, and finish high-quality projects



- Experience and management of the Point-In-Time (PIT) Count, Housing Inventory Count (HIC), Longitudinal Systems Analysis (LSA), and System Performance Measures (SPMs)
- Experience applying for funding, preferably federal funding like Continuum of Care Program funding
- Experience in managing large budgets
- Experience analyzing data and presenting to a variety of stakeholders
- Ability to lead and develop a department and the department staff members
- Ability to practice a high level of confidentiality
- Experience and proficiency with Microsoft Excel required
- Experience and proficiency with Eccovia ClientTrack Homeless Management Information System (HMIS), HUD Exchange, Esnaps, and Sage preferred
- Experience with Coordinated Entry and Systems Change practices preferred

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Supervise six staff members
- Ensure that the quality and integrity of the HMIS database is maintained at all times
- Manage communication and contracts with the HMIS vendor
- Assist with the organization and implementation of the Point-in-Time (PIT) count and Housing Inventory count (HIC)
- Oversee and assist with all HUD required data collection efforts and reporting
- Administer federal budgets, assess spending rates, and adjust priorities as needed
- Stay current on research and practices pertaining to HMIS data, housing, and homelessness
- Work collaboratively with all department managers and directors to ensure operations are running smoothly and goals are being met
- Define and discuss information and policies from management to team members and from team members to management
- Inspire and provide guidance to staff to assist them in performance improvement and accomplishment of the CoC and organization objectives
- Diagnose and resolve problems among team members or teams
- Review team member's materials, as needed, to ensure high-quality materials are being released
- Assess improvement, education, and training needs of team members; develop appropriate strategies, implement support plans, and develop training and technical assistance materials



- Coach, mentor, and develop staff, including overseeing new employee onboarding and providing career development planning and opportunities
- Assist with and contribute to the annual CoC Program Notice of Funding Opportunity (NOFO) competition
- Participate in the planning and implementation of the CoC Strategic Plan
- Produce, support, and participate in Data Team and CoC webinars and trainings
- Engage in personal and organizational growth toward building equitable systems
- Promote race equity in all aspects of the homeless crisis response system

EDUCATION AND/OR EXPERIENCE:

- No specific degree is required for this position. Interested candidates should highlight any education or training they have received that will lend to this role
- Passion for social justice issues and desire to work toward the goal of ending homelessness
- Management experience in a team-oriented workplace preferred

WORKING CONDITIONS:

- Hybrid work arrangement is an option (current occupancy restrictions necessitate offsite work for the majority of THN staff at this time)
- Must be available to travel within Texas up to 25 percent of the time (THN is restricting travel at this time)
- Available for nights and weekends during large projects like grant funding competitions, annual conference coordination, or strategic planning meetings. Unlikely to be more than once per quarter.

PAY AND BENEFITS:

- This is a salaried position, starting at \$62,500 commensurate with experience
- Benefits provided include paid time off, health insurance, dental insurance, vision insurance, and matching 401(k) retirement plan
- Flexible work schedule and opportunity for a hybrid working arrangement with supervisory approval

HOW TO APPLY: Email a cover letter and resume to hr@thn.org no later than 11:59:59 PM on Sunday, October 24, 2021. Applications are reviewed on a rolling basis. Applicants selected for interviews will be contacted by Friday, October 29,



2021. Please include "Director of Data" in the subject line of all communication about this position.

We are committed to Employment Equity, and we encourage applications from all qualified candidates.

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 those with a lived experience of homelessness; people of color, LGBTQ identified people, gender-nonconforming people; as well as individuals with disabilities, veterans, and people who speak a language in addition to English.