



The Technical Assistance Collaborative POSITION DESCRIPTION

Position Title: Program Manager/ Sr. Associate

Supervision Provided by: Program Director/Sr. Associate

Work Hours: M-F; 9:00am to 5:00 pm. Regular overnight travel within United States. Full time position.

Location: Preference for position to be located at TAC's Boston office but consideration for remote location possible.

Organizational Overview:

The Technical Assistance Collaborative, Inc. (TAC), a national non-profit organization that advances proven solutions to the housing and community support services needs of low-income people with disabilities and people who are homeless. For over 20 years, TAC has provided policy leadership, technical assistance and consultation for numerous federal, state and local government agencies, as well as for national policy and advocacy, philanthropic, and nonprofit organizations.

General Description of Duties:

TAC is seeking a Program Manager/Sr. Associate to join its national team of technical assistance and training consultants supporting the work of government and non-profits in the end-to-homelessness and public human service sectors. The Program Manager/Sr. Associate will manage a national Veterans Administration (VA) contract for the provision of technical assistance (on-site and off-site) and training to the VA's Supportive Services for Veteran Families (SSVF) grantees. Additionally, it is expected that this position will allow for a small percentage of time that can be dedicated to providing consultation and direct technical assistance to behavioral health, homeless and/or affordable housing systems in conjunction with other TAC contracts related to human services and housing system design and delivery.

Responsibilities

SSVF Program Management

Day to day management of the VA SSVF TA contract, including:

- Management of the SSVF project's annual *Technical Assistance and Training Plan* with monitoring, implementing, and tracking of progress on all promised deliverables within designed timeframes.
- Management of a collaborative planning process and execution an annual Post Award Program Launch and a bi-annual series of SSVF regional meetings

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providing TA and training to all SSVF grantees, in various locations across the US, attended by groups of 50-70 SSVF grantee staff representatives.

- Development and implementation of sound systems for managing collaboration, product development, communications and decision making between TA team members associated with both TAC and its partner subcontractor consultants.
- Oversight and monitoring of total contract budget.
- Management of planning for weekly conference call and quarterly in-person meetings between the TA team and VA SSVF Program Office administrative leaders.
- Direct and assist with product development and delivery as outlined in the Annual TA and Training Plan.
- Provision of direct technical assistance and training (virtual and in person, both one-on-one and in a regional context) to SSVF grantee organizations related to SSVF policy implementation, program operations, and best practices associated with homelessness prevention and rapid re-housing targeted to Veterans.

Additional TAC Human Services and Housing Project Work

- Consultation and/or technical assistance services as outlined in the scope of work for assigned Human Services or Housing Contracts.

Successful Candidate Qualifications

- Expertise with homelessness prevention and rapid re-housing services, best practices and implementation issues.
- Project management experience: work plan development and monitoring; budget review and tracking; team communications planning and facilitation; contract management.
- Team management skills: delegation of project work to colleagues; development of team communications systems; leadership of processes for group decision making.
- Consultancy skills in coaching, training, and advising non-profit grantee organizations.
- Experience working at a system level of service delivery; systems change facilitation and implementation
- Experience with facilitating meetings, executing trainings, and fostering peer learning.
- Masters degree in social work, public health administration, urban and regional planning, or public policy
- 10 years of relevant experience in non-profit leadership and/or government contracts in fields of homelessness, Veteran services, housing, and/or human services.
- Familiarity and expertise with public VA, HUD, SAMHSA, and Medicaid programs.
- Flexibility to travel on regular basis to facilitate SSVF TA and training activities, including the Regional Meetings and Annual Post Award Program Launch.
- Experience with developing concepts for and writing training and policy materials.



Skills and Key Competencies

- Self-directed, organized, team manager sensitive to deadlines and timelines.
- Passion for management of group decision making, work progress, and communications.
- Communication skills including strong writing and public speaking.
- Cultural competence for working with diverse non-profit organization staff.
- Time management skills to carry out multiple parallel projects at once.
- Facilitation, group process, and decision making skills.

To Apply

Letters of interest with resumes can be sent to Kyia Watkins at: kwatkins@tacinc.org

or mailed to: TAC, Inc.
 31 Saint James Avenue
 Suite 950
 Boston, MA 02116

** No phone calls accepted

Closing date is 11/29/13

