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Department: Policy & Systems

Salary: \$115,123 - \$172,685

Appointments are typically made between the minimum and the midpoint of the range, depending on qualifications.

Director, Policy & Systems

Job Summary

The Director oversees the Coordinated Entry System, Community Engagement, and Policy & Legislation Units. These units collaborate to coordinate and lead strategic planning, community engagement and policy development processes for the Los Angeles Homeless Services Authority (LAHSA), the Los Angeles Continuum of Care (CoC) and the LA County Coordinated Entry System. The Director provides policy guidance, programmatic oversight and management of processes to align HUD's homeless funding priorities and initiatives with community needs and LAHSA's mission, vision and values by guiding community assessments, service area planning, and advising the Continuum on strategies and program effectiveness, utilizing evidence-based research and evaluation. The Director is a key member of senior management staff reporting directly to the Chief Programs Officer.

Essential Job Functions

Systems and Policy Knowledge

- Oversee planning efforts to reduce, prevent, and end homelessness, working with local coalitions and other planning partners to develop proven practices to end homelessness and develop an effective and efficient performance based homeless system of care.
- Oversee design and operation of the LA County Coordinated Entry System.
- Oversee the Continuum of Care Program, LA CoC governance bodies, and annual application to the U.S. Department of Housing and Urban Development.
- Develop and communicate legislative agendas in response to policy needs at local, state and federal levels.
- Develop and present reports to the Executive Leadership LAHSA Commission, its Committees, Elected Officials and other public groups.
- Collaborate with the Procurement and Performance Management Department to ensure programmatic support to initiatives to end homelessness in the City and County of Los Angeles.
- Obtain community input and shares key federal, state and local updates at Quarterly Continuum of Care Service Planning Area (SPA)-Wide Community meetings and attends local planning meetings to represent LAHSA.
- Knowledge of HEARTH Act requirements and Coordinated Entry Systems for families, youth and single adults.
- Develop external reporting tools to communicate the progress of LAHSA's work and the work of its partner agencies to LAHSA's Commission, its funders (from the city, county, state and federal level) and to the public.

Management

- Direct, develop, and supervise department staff.

- Engage staff in vision alignment and strategic planning processes facilitating developments and concrete implementation plans for departmental goals.
- Inventory skills and resources within department and LAHSA, and strategically deploy those resources to address departmental needs.

Knowledge, Skills and Abilities:

- Excellent management skills, including ability to lead, mentor and direct managers and staff to accomplish multiple departmental goals and effectively collaborate across departments.
- Experience with policy development and implementation processes.
- Experience in strategic planning and policy analysis and development, knowledge of Federal, State, and local policymaking.
- Understand how to translate a needs assessment into a Strategic Plan.
- Knowledge of systems, programs and policy that impact homeless persons and homeless program funding sources, regulations, requirements and procedures.
- Ability to think creatively, analytically, and strategically to solve complex problems, and communicate complex concepts.
- Ability to identify and benchmark ‘best practices’.
- Ability to build successful relationships and establish collaborative efforts with LAHSA’s partner agencies and other stakeholders, including local government departments and staff.
- Knowledge of HEARTH Act requirements, the LA County Coordinated Entry System, and best practices in homeless services and housing.
- Knowledge and experience in data collection methods and statistics and large project management is highly preferred.
- Knowledge of the Los Angeles political structure and relationships.

Training & Experience

- Bachelor’s degree required, and advanced degree is highly desirable. At least five years’ experience in a similar leadership positions and a demonstrated record of accomplishments in those positions. The successful candidate is required to have strong knowledge of the social services field and/or successful management and implementation of programs in the non-profit, government, or private sector, including the ability to work with governing boards, diverse community groups and elected officials. The candidate should have strong research, information management and communications skills. Experience with evaluation methodology is also desirable. Proficient in office software such as Microsoft Office (Word, Excel, and Outlook). Strong team-building skills are essential, as is the ability to manage multiple projects.

To Apply, please go to www.lahsa.org/jobs