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**Department:** Procurement & Performance Management

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

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

### **Director, Procurement & Performance Management**

#### **Job Summary**

The Director oversees the Performance Management, System Components, Funding and Contracting Units. These units collaborate to ensure programmatic support to initiatives to end homelessness in the City and County of Los Angeles. The Director provides programmatic oversight of LAHSA funded homeless programs, including Interim Housing, Transitional Housing, Permanent Supportive Housing and Supportive Services Only programs and coordinates the creation of nearly 700 contracts totaling over \$300 million in annual program funding to approximately 100 non-profit agencies throughout Los Angeles County. The Director is a key member of senior management staff reporting directly to the Chief Programs Officer.

#### **Essential Job Functions**

##### **Program and Policy Knowledge**

- Coordinate program development, including working with the Policy and Systems team and the LAHSA Commission to identify areas of need and design new programs to work toward elimination of homelessness in Los Angeles
- Analyze performance of homeless programming on the program, community, and system level
- Develop processes for using program outcomes data for driving future program development
- Oversee the development of appropriate training and technical assistance to staff, program applicants and grantees and other appropriate audiences
- Collaborate with Los Angeles Continuum of Care participants (including organizations funded and those not funded through LAHSA) to reduce homelessness in Los Angeles
- 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
- Incorporate program/policy work into procurement and contracting process

##### **Management**

- Direct, develop, and supervise department staff
- Engage staff in visioning and strategic planning processes and develop concrete implementation plans for departmental goals
- Inventory skills and resources within department and LAHSA, and strategically deploy those resources to address departmental needs

##### **Business Processes and Information Management**

- Coordinate the timely program development, request for proposals and award processes
- Develop, revise, and maintain a set of comprehensive department policies and procedures

- Oversee contracting process with more than 100 agencies and nearly 700 contracts
- Plan, organize, prioritize and implement workflow to meet departmental objectives
- Coordinate the funding process for both funders providing program funding to LAHSA (e.g. HUD, City and County of Los Angeles) and agencies contracted by LAHSA for the direct provision of services and housing
- Coordinate timely contract and program performance reporting to LAHSA's funders and stakeholders
- Oversee the development and execution of technical assistance plans, supporting the programs and services funded by LAHSA to attain the highest levels of performance and client satisfaction

**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 program development and implementation processes
- Experience with program oversight protocols and outcomes analysis and reporting
- Understand how to translate a needs assessment into a Strategic Programming Plan
- Knowledge of systems and programs 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'
- Build successful relationships and establish collaborative efforts with LAHSA's partner agencies and other stakeholders, including local government departments and staff
- Ability to enforce fair and equitable processes, decisions and determinations in compliance with Federal, state and local funding laws, rules, and regulations
- Represent LAHSA at official functions and events in the community
- Work independently, be proactive, and exercise good judgment
- Flexibility to work with individuals with varying work styles
- Broad knowledge of administrative processes and experience in developing, executing and administering contracts and grant agreements with non-profit agencies, and local, state and federal agencies
- Strong planning and project management skills required to coordinate effective and efficient departmental operations
- Excellent time management skills, attention to detail and strong organizational skills
- Strong verbal and written communication skills

**Training & Experience**

- Bachelor's degree required, and advanced degree is highly desirable. At least five years of experience in 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. 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](http://www.lahsa.org/jobs)**