



## ECHO Job Description

<b>Job Title:</b>	<b>Procurement and Performance Manager</b>
<b>Department:</b>	Community Planning and Partnerships
<b>Reports To:</b>	Director of Community Planning and Partnerships
<b>Date Created/Revised:</b>	1/17/2020
<b>Starting Salary</b>	\$55,000
<b>Position Type</b>	Full Time, Exempt

### **Description of Work –**

Under the direction of the Director of Community Planning and Partnerships, department activities are centered around building the necessary infrastructure at the program and system level to ensure sound grant and program administration and coordinate the procurement and management of new and ongoing funding within the Austin/Travis County homeless system.

### **Position Summary**

This position will be responsible for managing and coordinating daily activities in the oversight of Continuum of Care funded contracts and adhering to HUD CoC-funding requirements as the designated TX-503 Austin/Travis County CoC NOFA Collaborative Applicant. This position will be integral to ensuring ECHO continues to build a strong homeless system by supporting and improving existing contracts, ensuring community compliance with system-wide standards for interventions (e.g. Rapid Rehousing, Permanent Supportive Housing) and developing new funding opportunities. The Procurement and Performance Manager will be responsible for managing the planning of new and ongoing procurement strategies and activities and the successful execution of ongoing and newly awarded contracts managed by ECHO.

### **Essential Functions**

- Lead in the development and creation of system-wide standards for excellent grant management and administration of federal and non-federal funds across local homeless service agencies.
- Be a subject matter expert on federal funding sources/contracts with regards to laws, regulations, rules and policies.
- Assist the Director of Community Planning and Partnerships to develop clear system-wide standards for interventions based on evidence-based practices.
- Provides guidance and interpretation to the CoC of HUD regulations/guidelines, contract language, procurement policies, and procedures.
- Works with consultant(s), staff, CoC Governing Board and CoC-funded agencies to develop and complete the annual application in response to HUD’s Notice of Funding Availability (NOFA) Continuum of Care Competition.
- Coordinate the release of new and ongoing funding applications and evaluation materials and manage competition timeline and activities adhering to procurement guidelines and best practices.
- Manage the annual update and approval of local funding priority and CoC NOFA Competition policies needed including the governance policies, reallocation policies, and other policies and procedures for compliance with Housing and Urban Development’s (HUD) Interim Rule HEARTH Act.
- Conduct procurement activities on behalf of ECHO in compliance with agency procedures and following the standards outlined in federal, state and local laws.
- Responsible for maintaining an open and competitive process for procuring goods and services and awarding contracts through data-driven evaluation methods.

- Act as an independent review and evaluation body to ensure that compliance issues and concerns are being appropriately evaluated, investigated, and resolved.
- Develops and issues a Request for Information (RFI), Request for Qualifications (RFQ) or Request for Proposal (RFP) to solicit bids from agencies outlining specific bid requirements within specified deadlines.
- Prepares slide presentations, agenda items, requests for proposals and oversees the evaluation and ranking of CoC applicant responses based on selection criteria.
- Maintains communication and relationships with local HUD field office representatives, and HUD technical assistance providers.
- Prepares presentation materials and represents ECHO on relevant committees and task forces.
- Works closely with other ECHO departments to evaluate and monitor contractual performance and compliance across all funding sources managed and overseen by ECHO.
- Assist the Director and other staff with proposal writing for new and ongoing funding opportunities and identifies and seeks additional funding support from federal, state, and local sources.

### **Supervisory Responsibility**

The position is responsible for supervising the Contracts and Compliance Specialist

### **Work Environment**

This job operates in a professional office environment. Employees are required to use their personal cell phones for business purposes. Meetings are conducted in the ECHO offices as well as in the community. Working both remotely and in an office- setting will be required.

### **Physical Demands**

This is a somewhat sedentary role; however, some activities will require local commuting. Physical demands for this position include the ability to lift files, file boxes, furniture, open filing cabinets and bending or standing on a stool as necessary. This role routinely uses standard office equipment such as computers, phones, and photocopiers.

### **Position Type and Expected Hours of Work**

This is an exempt full-time position working 40 hours a week; typical workdays are Monday through Friday. Occasional evening and weekend work may be required as job duties demand.

### **Travel**

Position requirements may be both office and community based and may require use of personal vehicle or public transportation. Typical workdays will be office based. Some travel is expected for this position both locally and to national conferences.

### **Education and Experience**

- Bachelor's Degree required; Master's preferred in public policy, public administration, social work, social sciences or related field. Relevant work experience considered in lieu of graduate degree
- 2+ years of experience in compliance, monitoring, or auditing required
- 2+ years supervisory role and demonstrated leadership skills and capacity required
- Demonstrated experience in Uniform Guidance, Accounting Standards, Audit Standards, Internal Controls and Risk Analysis preferred
- Experience writing and reviewing agency and local policies with a record of successful implementation planning and building community/stakeholder buy-in

- Knowledgeable in Federal Statutes and Regulations, such as HEARTH ACT, HUD Emergency Solution Grant, HUD Continuum of Care, HUD Community Development Block Grant required

**Additional Preferred Qualifications**

- Passion for social justice issues and desire to work toward the goal of ending homelessness
- Strong skills and experience in project management with a history of successfully creating and finishing excellent work products
- Strong interpersonal skills and the ability to develop working relationships across the community. Ability to practice cultural humility in working with diverse non-profit organization staff.
- Consultancy skills in coaching, training, and advising non-profit organizations.
- Ability to create and manage complex spreadsheets and reports

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Signatures**

This job description has been approved by all levels of management:

Manager \_\_\_\_\_ Date: \_\_\_\_\_

HR \_\_\_\_\_ Date: \_\_\_\_\_

**Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.**

Employee \_\_\_\_\_ Date \_\_\_\_\_

**ECHO Core Mission Values**

Ideal candidate will share ECHO’s core mission values that housing is a basic human right, that system collaboration is key to ending homelessness, and that all individuals and families deserve resources and opportunities to end their homelessness.

**To Apply:**

Interested candidates please submit a resume and cover letter to the Director of Community Planning and Partnerships at [lauraevanoff@austinecho.org](mailto:lauraevanoff@austinecho.org). Position will remain open until filled.

Applicants may make reasonable accommodation request for this job by calling Laura Evanoff at 512-537-3857 or in person at 300 E. Highland Mall Blvd., Suite 200, Austin, TX.