



ECHO Job Description

Job Title:	Grants and Planning Manager
Department:	Strategy and Community Planning
Reports To:	Director of Homeless Response System Planning
Date Created/Revised:	01/08/2024
Starting Salary Range	\$62,000- \$75,000
Position Type	Full-Time, Exempt

Overview

The Ending Community Homelessness Coalition (ECHO) aims to provide dynamic, proactive leadership that engages policymakers and the community to end homelessness. ECHO is the HUD-designated Continuum of Care (CoC) Collaborative Applicant for the TX-503 Austin/Travis County area and is therefore responsible for overseeing the local planning process for the distribution of CoC Program funding and resources dedicated to ending homelessness, evaluating community needs, and coordinating plans to deliver housing and services to meet those needs. ECHO works with nonprofit partners and community stakeholders to accomplish the Homelessness Response System's (HRS) goals to end homelessness through equity-driven solutions.

Description of Work

This position will be responsible for managing and coordinating daily activities in the oversight of Continuum of Care requirements as the designated TX-503 Austin/Travis County CoC Notice of Funding Opportunity (NOFO) Collaborative Applicant. This position will also distribute and manage additional funding, such as private philanthropy procured by ECHO, with the goal of meeting the needs of the community and enabling diverse organizations to access new funding streams coming into the Homelessness Response System. This position will be the lead staff member to manage the biannual application to HUD for the CoC NOFO, including both the Collaboration Application and the Priority Listing competition. This position will also coordinate any additional funding competitions released by HUD as needed.

Essential Functions

- Project manage and be responsible for submitting the Collaborative Application (which consists of the Priority Listing, CoC Application, & project applications) on behalf of ECHO during the biannual HUD Notice of Funding Opportunity for the Continuum of Care program.
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- Develop and project manage, in coordination with the HRS Leadership Council, the biannual local competition for CoC NOFO funding, to include renewals and any bonus/reallocation funding according to Leadership Council policy direction. This includes coordinating a local independent review team as necessary to score applications and the ranking of CoC applicant responses based on Leadership Council policies.
- Provide analysis of the CoC NOFO to determine policy shifts and requirements from previous years.
- Provide subject-matter expertise on federal funding sources/contracts with regards to laws, regulations, rules and policies; and provide guidance and interpretation of HUD regulations and guidelines, allowable expenditures, procurement policies, and procedures.
- Support ECHO staff in interpreting and applying regulatory requirements for the CoC Program and how these impact system-wide policies.
- Responsible for tracking and reporting in all HUD systems, including SAGE and e-snaps.
- Lead the development and implementation of processes for the release of new funding including managing creation of Requests for Proposals, application scoring tools, and other competition materials and activities through a community-driven process.



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- Draft and facilitate the execution of all contracts, MOUs and other agreements; includes ensuring appropriate contractual language and scope of services.
- Maintain communication and relationships with local HUD field office representatives and HUD technical assistance providers.
- Manage proposal writing for new and ongoing funding opportunities; and identify and seek additional funding support from federal, state, and local sources.
- Ensure timely preparation and submission of all grant applications and reporting, including tracking grant reporting schedules for all funding sources and ensuring compliance in reporting across departments.
- Provide oversight and ensure ethical conduct and transparency in relationships, actions and communications throughout any local competition or NOFO process.
- Provide support to the Planning Director regarding technical assistance to newly funded HUD CoC providers to onboard into the Homelessness Response System and enter into a grant agreement with HUD.
- Other duties and special projects as assigned. This could include coordinating and submitting additional HUD funding applications as needed.

Supervisory Responsibility

The position currently has no supervisory responsibilities.

Minimum Qualifications and Experience

Four (4) years of applicable education, volunteer and/or work experience to perform the listed duties successfully. Lived experience may be substituted for work experience up to a maximum of two years.

Preferred Qualifications and Experience

ECHO encourages applicants with diverse life experiences to apply – especially persons having experienced social or economic adversity and/or having lived experience of homelessness.

- Bachelor's degree from an accredited college or university with major coursework in a field related to the job, **and/or** three (3) years of work or lived experience related to the job (total combined experience may be substituted for education up to a maximum of three (3) years for non-supervisory Managers).
- 2+ years of experience with government grants reporting, compliance, monitoring, and/or contracting.
- Experience running funding solicitations including creating Requests for Proposals and application scoring tools.
- Strong knowledge of Homelessness Response System intervention types and federal statutes and regulations (such as HEARTH Act and HUD Continuum of Care



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- Strong administrative ability including attention to detail, keeping to timelines, and ensuring clear communication on various projects.
- Strong computer skills including Microsoft Office and accompanying spreadsheets, database, word processing, and presentation software.
- Experience with previous HUD CoC NOFOs a plus; experience with HMIS and/or e-snaps is a plus.
- Must be able to directly work with people from diverse racial, ethnic, and socioeconomic backgrounds

Work Environment:

This job operates in office settings and is currently hybrid. Employees are required to use their personal cell phone for business purposes. This position does require commuting throughout Austin/Travis County for various stakeholder meetings, when applicable. Proficiency in using Microsoft suite, including Outlook, Word, Excel, and PowerPoint, and the ability to adapt and commit to using other software or technology is needed.

Physical Demands:

Physical demands include the use of standard office equipment including: computer, copy machine, phone, etc. The ability to communicate clearly and appropriately with co-workers and community partners.

Reasonable Accommodations:

To perform this job successfully, an individual must be able to perform the principal duties satisfactorily. Reasonable accommodation may be made to enable otherwise qualified individuals with disabilities to perform the principal duties of the job, except where to do so would cause undue hardship on ECHO operations. Contact human resources (HR) with any questions or requests for accommodation.

Position Type and Expected Hours of Works

This is an exempt full-time position working 40 hours a week; typical workdays are Monday through Friday. Agency meetings occur on business days between the hours of 8:00 AM and 5:00 PM (Central Standard Time). Occasional evening and weekend work may be required as job duties demand. A high degree of flexibility can be anticipated by ECHO staff when conducting the most independent and/or administrative work. Some travel is expected for this position both locally and to national conferences.

Compensation and Benefits:

ECHO offers competitive wages and a generous benefits packet with employer contributions for full time employees including medical, dental, 401K, HRA, PTO, 8 paid holidays, 4 paid work/life wellness days and opportunities for educational and professional development.

DEI Statement:

The Ending Community Homelessness Coalition (ECHO) values diversity, equity, and inclusion in every aspect of our work, including our internal operations and external activities to support our mission. We are committed to cultivating a culture of respect for the dignity and value of each individual and family accessing the Homelessness Response System. These values are essential to our mission focused on leading and aligning a coalition to administer an effective Homelessness Response System, centered in racial equity, informed by the needs and expertise of people experiencing homelessness, and accountable to systemically marginalized communities. We welcome all. ECHO does not discriminate against any employee or job applicant because of race, color, religion, national origin, sex, sexual orientation, gender identity, veteran status, physical or mental disability, or age. Women, minorities, veterans, people with lived experience of

homelessness, and other diverse populations are encouraged to apply.

Other Duties

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

ECHO Core Mission Values

Ideal candidates 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.

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To Apply

Interested candidates are to submit the following application materials to the Director of HRS Planning at heleneisert@austinecho.org and HR Director at tonyathomas@austinecho.org: 1) resume, 2) cover letter, and 3) contact information of 3 persons who have knowledge of your character, experiences, and/or abilities and can serve as references. This position will remain open until filled. Eligible candidates may be required to complete additional job application materials.

Signatures

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

Director _____ Date: _____

Executive Leadership _____ Date: _____

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

Employee _____ Date _____