

RIHousing – RI Continuum of Care Planner

Salary – 67,892 - \$98,245

RIHousing is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

What it's all about:

This position serves as the liaison to the Rhode Island Continuum of Care (“RiCoC”) and is responsible for supporting the RiCoC Board, RiCoC membership and committees in furthering its goals to end homelessness. The position also ensures that the RiCoC programs are administered in alignment with Opening Doors RI, the state’s plan to end homelessness, and the Federal Guidelines that govern the program.

What you'll do on a daily basis:

- Serve as the lead staff for coordination of the RiCoC application.
- Support the RiCoC membership and committees to conduct their activities.
- Monitor program and fiscal management of grant recipients to assure compliance with HUD regulations, RIHousing, and RiCoC requirements and proposed project activities.
- Coordinate and conduct meetings with sponsors, federal/state agencies, non-profit groups, and real estate professionals including act as staff to designated subcommittees/task forces.
- Carry out administrative functions associated with Rhode Island’s Open Meetings Act.
- Provide technical assistance to applicants, recipients, and specific agencies/groups on homelessness and supportive housing programs and requirements.
- Assist in the development and implementation of relevant RiCoC policies and procedures as needed.

What you'll bring to the team:

The RI Continuum of Care Planner is responsible for coordinating and administering strategies for funding under the HEARTH Act that provides resources for supportive housing and services for eligible households. In this capacity, they will coordinate with agencies and staff who manage a substantial portfolio of grants and be responsible for monitoring and oversight of agencies on behalf of the RiCoC. The RI Continuum of Care Planner is also responsible for developing and maintaining procedural manuals and tracking systems for all program oversight and administrative activities that will help inform the RiCoC in making ranking and funding decisions. The RI Continuum of Care Planner will serve as a liaison to HUD, the RiCoC Membership and Board, RiCoC designated Lead Agencies, the community, and other constituencies. Incumbent will support the RiCoC Board, RiCoC membership, and committees in promoting and coordinating strategic plan initiatives.

What you'll need to succeed:

- Minimum four years’ experience in government, social service delivery, or homelessness; working knowledge of federal/state housing and homelessness programs.
- Proven ability to work with non-profit groups and state agencies; sound understanding of non-profit management and financial systems.
- Ability to conceptualize and implement new homeless assistance programs.
- Excellent written and verbal communications skills; strong negotiation, meeting facilitation, computer, and organizational skills; prior supervisory experience.
- Bachelors’ degree in public administration, urban/community planning, business, or related field.

- Use of personal vehicle, valid driver's license and proof of insurance is required.

Why RIHousing:

- Mission Driven Organization
- Dedicated Workforce
- Competitive salary
- Parking Stipend
- Medical/Dental/Vision/Life Insurance
- Paid Time Off
- Retirement Options
- Flexible Work Hours
- If Position Eligible, Future Hybrid Work May Be Available
- Education Reimbursement
- Onsite Fitness Classes
- Volunteer Days
- Winner of "Best Places to Work" 2016, 2018, 2019, 2021, 2022
- Worksite Health Award 2013-2021

RIHousing strives to ensure that all people who live or work in Rhode Island can afford a healthy, attractive home that meets their needs. A good home provides the foundation upon which individuals and families thrive, children learn and grow, and communities prosper.

To achieve our mission, we:

- Offer fair, affordable, and innovative lending programs.
- Provide housing-related education to consumers and others.
- Promote and finance sensible development that builds healthy, vibrant communities.
- Provide housing grants and subsidies to Rhode Islanders with the greatest need.
- Team up with partners to improve everything we do.

RIHousing uses its resources to provide low-interest loans, grants, education, and assistance to help Rhode Islanders find, rent, buy, build, and keep a good home. Created by the General Assembly in 1973, RIHousing is a privately funded public purpose corporation. RIHousing requires its employees to be highly motivated and knowledgeable, have a sound understanding of the changing needs of Rhode Island's housing market, be willing to work within and toward a smoothly integrated operation, demonstrate a commitment to serve the people of Rhode Island, especially those with low and moderate incomes in need of safe and affordable homes, and possess a high level of integrity and deep respect for all Rhode Islanders, including customers, partners and fellow employees.