



205.939.0411  
P.O. Box 130159  
Birmingham, AL 35213-0159  
[www.collaborative-solutions.net](http://www.collaborative-solutions.net)

Company: **Collaborative Solutions, Inc.**  
Division: **Center for Technical Assistance & Capacity-Building**  
Job Title: **Project Manager (Mid-Level and Senior-Level Experience)**  
Job Type: **Full-Time – Permanent**  
Location: **Remote within the U. S.**

**Collaborative Solutions, Inc. (CS) is a national 501(c)(3) nonprofit organization dedicated to positively impacting safe, decent, and affordable housing opportunities for special needs populations. We are actively seeking Project Managers with subject matter expertise in several areas related to serving vulnerable populations.**

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CS is actively seeking applicants to fill several positions for a variety of work related to the delivery of technical assistance and capacity building services to community-based organizations under the agency's national *Center for Technical Assistance and Capacity Building*. CS provides resources, tools, training, and support for recipients of government and other funding (such as state and local government grantees), public housing authorities, tribes/tribally-designated housing entities, Continuums of Care, and nonprofit organizations.

Several positions are available. Qualified applicants must have the following:

***Subject Matter Expertise***

Subject matter expertise (SME) is needed in one or more areas of service including the following housing and related federal and community-based programs:

- Housing and related services for persons living with HIV/AIDS (i.e., Medicaid, HOPWA, Ryan White);
- Youth and/or rural homelessness;
- Domestic Violence/Sexual Assault;
- Department of Housing & Urban Development (HUD) designated Continuums of Care (CoCs);
- HUD housing and homelessness programs such as Emergency Solutions Grant (ESG) or Permanent Supportive Housing (PSH);
- HUD HOME ARP (American Rescue Plan);
- Emergency Rental Assistance program and/or COVID-related federal housing programs
- Comparable Databases/Homeless Management Information Systems (HMIS);
- Affordable and rural housing programs, especially connected to supportive services and serving low-income families; and/or
- Affordable housing program and policy experience in Alabama and/or the Southern region of the United States.

***Other Requirements***

- Nonprofit management experience (including grants and contracts), especially related to federal programs;
- Training and consultation experience;
- Minimum of three to five (3-5) years of experience, which may include lived experience related to the SME areas, required. Five or more (5+) years of experience desired.
- Experience with fund development including grant writing;
- Ability to work collaboratively with staff and funders;
- Proficient in Microsoft Office programs; and
- Travel (throughout the U.S.).



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### ***Commitment to Justice, Equity, Diversity, and Inclusion***

CS is an Equal Opportunity Employer. We are committed to justice, equity, diversity, and inclusion in the workplace and are dedicated to building a diverse and inclusive culture of belonging. This means doing our part to proactively include, inform, and promote job opportunities to underrepresented individuals, businesses, and communities. We also strongly encourage those with lived experiences (i.e., homelessness, domestic violence/sexual assault, HIV/AIDS, etc.) to apply.

If you're excited about a position on our website but you're not sure if your experiences match, we encourage you to still apply! **All individuals with subject matter expertise are invited to apply as potential employees or partnering consultants.**

### ***Location***

Remote within the United States. Some travel is required.

### ***Salary and Benefits***

We pay competitive salaries based on years of experience, education, level of SME knowledge, etc. Benefits include 401(k), health insurance, dental insurance, life insurance, paid time off, and a remote office equipment package.

### ***How to Apply***

The following documents are required:

- (1) Cover Letter with Salary Requirement
- (2) Resume
- (3) References

**Interested applicants may submit the required documents several ways:**



### **Website**

You may submit the required documents directly through our website ([www.collaborative-solutions.net](http://www.collaborative-solutions.net)) on the "[Join Our Team](#)" page.



### **Email**

Email the required documents to [Careers@collaborative-solutions.net](mailto:Careers@collaborative-solutions.net) or [Consulting@collaborative-solutions.net](mailto:Consulting@collaborative-solutions.net) depending on the type of partnership you are seeking.



### **Mail**

If you choose to mail the required documents, please send them to:

Nicole Brazelton, Director of Administration & Operations  
Collaborative Solutions, Inc.  
P.O. Box 130159  
Birmingham, AL 35213

For more information, visit [www.collaborative-solutions.net](http://www.collaborative-solutions.net).