



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

**Collaborative Solutions, Inc. is seeking applicants with expertise in several areas related to serving vulnerable populations.**

***Mission: Collaborative Solutions works in partnership for the empowerment of human service organizations and communities in order to positively impact special needs populations.***

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Collaborative Solutions, Inc. (CS) is seeking applicants for a variety of work related to the delivery of:

1. Technical assistance and capacity building services to community-based organizations
2. Organizational learning including delivery of conferences, trainings, and development of resources to build capacity among community-based organizations.
3. General administrative and program support.

Qualified applicants must have:

***Subject Matter Expertise***

Expertise is needed in several areas of service including the following:

**Housing and Related Federal and Community-based Programs:**

- Domestic Violence/Sexual Assault
- Youth homelessness
- Department of Housing & Urban Development designated Continuums of Care
- Department of Housing & Urban Development HOME APR (American Rescue Plan)
- Emergency Rental Assistance program and/or COVID related federal housing programs
- Comparable Databases/Homeless Management Information Systems (HMIS)
- Housing and related services for persons living with HIV and AIDS (i.e., Medicaid, HOPWA, Ryan White)
- Affordable and rural housing programs, especially connected to supportive services and serving low-income families
- Affordable housing program and policy experience in Alabama and/or the deep South region of the U.S.

**Organizational Learning:**

- Adult Learning expertise related to on-site and on-line education including the development and delivery of curriculum and trainings; product and resource development; and design and delivery of regional and national conferences.



COLLABORATIVE  
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- Housing and health policy related communications and membership support, including web design and maintenance, client database management, and social media marketing and outreach.

### **General Agency Management**

- General office management and administration including supporting daily office operations, supplies and ordering, inventory, IT (hardware and software) support, database management, and communications.
- General program support and administration to support delivery of services throughout the agency including logistics, communication, reporting, monitoring, and other administrative support.
- Expertise in membership/client management, marketing, and fund development, including grants and sponsorships.

### **Other Requirements**

- Nonprofit management including grants and contracts, especially related to federal programs
- Training and consultation experience;
- Five years of experience related to housing and supportive services with vulnerable populations; homeless programs and domestic violence and/or sexual assault programs preferred (for TA positions);
- Experience with fund development including grant writing;
- Ability to work collaboratively with staff and funders;
- Proficient in Microsoft Office programs;
- Travel (throughout the U.S.)

CS is an equal opportunity employer. Positions are not dependent on applicants living in Alabama.

### **How to Apply:**

Interested applicants may apply by email, directly through our website on the “Join Our Team” page, OR by mailing the following required documents: **(1) a cover letter with your salary requirement, (2) resume, and (3) references.**

All required documents may be emailed 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.

If you choose to mail the required documents, please send them to Sharon Fenstermaker, Director of Administration, Collaborative Solutions, Inc., P.O. Box 130159, Birmingham, AL 35213.

To apply directly through our website or for more information, visit [www.collaborative-solutions.net](http://www.collaborative-solutions.net).