



205.939.0411
 P.O. Box 130159
 Birmingham, AL 35213-0159
www.collaborative-solutions.net

JOB DESCRIPTION
Co-Director Community Technical Assistance and Capacity Building
10-13-2023

Reports to	CEO
Salary Range	Negotiable based on experience
Position Type	Full-Time, Salaried Position with Benefits as specified in Personnel Policies and Procedures Manual
Education Requirements	<ul style="list-style-type: none"> • Master’s degree in social work, public health, human services, or other related field required. • Licensed professional (i.e. Licensed Graduate Social Worker (LGSW) or Licensed Clinical Social Work (LCSW) or equivalent preferred.
Requirements	<p>All Directors</p> <ul style="list-style-type: none"> • Ten (10) years of experience with exceptional skills in nonprofit program and project management; federal grants and contract administration; and staff supervision • Previous experience and proven ability to manage a department and program budget • Experience with business development including grant writing, relationship development, and marketing • Ability to work collaboratively with a team and provide expertise to accomplish the mission of the agency and its programs • Self-starter, strong follow through on projects, able to provide and take direction • Able to multitask and prioritize multiple deliverables at any given time • Skilled technical writer including grant writing experience • Able to read, speak, and comprehend English • Proficient in Microsoft Office programs: Outlook, Word, Excel • Must have strong technical writing skills • Ability to move and transport materials or equipment weighing up to 25 pounds for trainings or events • Position requires travel; ability to travel anywhere in the U.S. • Employee must comply with CS Personnel Policies as written <p>Co-Director of Community TA&CB</p> <ul style="list-style-type: none"> • Proven experience in social service program development and professional consulting

	<ul style="list-style-type: none"> • Proven experience in the management, oversight, and implementation of nonprofit, foundation, and government awards and programs • Proven ability to lead successful technical assistance and capacity building engagements • Experience related to system change strategies and approaches and well versed in the systems addressing the social determinants of health • Experience related to housing and supportive services for vulnerable populations such as persons experiencing homelessness, persons living with mental illness, those living with HIV/AIDS, or those living in rural areas • Experience in nonprofit program design, implementation, and evaluation • Experience in curriculum and/or product development (ex. Training Curriculum, User Guide, Frequently Asked Questions documents) • Experience and ability to lead trainings and technical assistance consultations with individuals, organizations, and communities • Experience and demonstrate capacity for fund development especially related to grant writing, contract development, and selling agency services.
<p>Overall Position Mission</p>	<p>The Co-Director of Community TA&CB will work in tandem with the Co-Director of Federal TA&CB under the Center for Technical Assistance & Capacity Building.</p> <p>This position also serves as a part of the CS Leadership Team, which works in partnership with the CEO to develop the overall strategy of the organization. The Co-Director of Community TA&CB manages the Community TA team in the implementation of programs funded by our nonprofit, foundation, and government partners; including those organizations receiving management services from CS.</p> <p>Areas of focus include: 1) strategic plan implementation and monitoring of goals, objectives, and key performance indicators; 2) implementation, management, and delivery of community TA&CB programs 3) Values and JEDI – living the agency’s values and promoting justice, equity, diversity, and inclusion through program delivery; 4) Development – relationships, funding, and field depth; and 5) Team building – support the development of Subject Matter Experts (SMEs).</p>

Areas of Responsibility

All CS staff work to fulfill the mission and values of the organization. CS works in partnership for the empowerment of human service organizations and communities in order

to positively impact special needs populations across the U.S. To fulfill this mission, CS works in specific program areas under the Center for TA and Capacity Building including in the areas of HIV/AIDS Housing & Health; Homeless and Homeless Management Information Systems (HMIS); Homeless Special Initiatives (programs focused on ending homelessness especially among underserved populations including individuals experiencing domestic violence and among tribal communities); and Affordable & Rural Housing. CS staff may participate in various projects within these areas depending upon staff availability, resources, and project requirements.

The Co-Director of Community TA&CB directs the Community TA team in the development and implementation of the TA programs. Collaborates to support the strategic goals and objectives of the agency and works to fulfill CS' strategic plan. The role of Co-Director includes supervising and coaching staff, managing budgets, ensuring compliance with funder requirements, fund development, and coordinating the functions in their area to achieve the goals of the organization in a timely, effective, and fiscally responsible way.

Areas of responsibility include:

Program Delivery – Development and implementation of the Center's Technical Assistance (TA) and consultation, training, capacity building and leadership development, product development, knowledge dissemination, and other services. Revenue generation is the purpose of this Center.

1. Development, implementation, and coordination of Center's strategic/operational and revenue plan which aligns with the agency's strategic plan and initiatives. Center strategy includes, yet is not limited to, the federal and community funded TA&CB., including coalition services.
2. Oversight, management, and delivery of Community TA&CB projects, initiatives, and services (i.e., TA, training and consultation). The Community DTA&CB will ensure that all project tasks are completed in a timely, effective, and efficient manner consistent with agency and funder priorities and guidelines. Tasks include, yet are not limited to, program development, program delivery, monitoring, evaluation, compliance, and reporting.
3. Provide and develop subject matter expertise, in conjunction with the Center Leadership Team, to effectively provide program, content, and regulatory expertise associated with each project.
4. Deliver direct consultation, training, and TA&CB; provide curriculum, resource, and product development; and perform other direct service functions to ensure the timely and effective delivery of agency and programmatic goals and objectives. External program and services include, yet are not limited to, TA, Organizational and Leadership Development, Consultation, Training and Education Delivery,

Curriculum, Certification, and Product delivery, Community Development, and Systems Change Strategies.

5. Support program areas to develop effective methods to measure and evaluate project outputs and outcomes against the agency's mission and strategic goals.
6. Ensure internal and external cross program coordination.

Subject Matter Experts (SMEs) – Ensure program staff are fully allocated and utilized according to their SME and program funding.

1. Support Program/Project Managers to troubleshoot staffing issues, when necessary.
2. Ensure proper implementation of remote and onsite TA.
3. Conduct timely initial meeting with new staff to review portfolio and set expectations for work. Provide training on related to systems as it relates to project management and ongoing mentoring.
4. Support program staff's professional development to increase agency's SMEs.
5. Advocate for program staff to ensure staff have adequate technology and materials for proper implementation, including hardware and software.
6. Maintains projects as SME and serves as short-term SME if needed to cover absences.

Development – Lead funding initiatives to ensure grant and contract application/solicitation process is timely, follows CS protocol, and ensures SME input.

1. Seek out development opportunities to support each program area, including grants, contracts, and other services.
2. Develop and maintain key stakeholder relationships to both unlock existing resources and develop new funding streams.
3. Review of development opportunities alongside program team.

Grants and Contract Management – Implementation of all agency and funder program requirements, and coordination with Center Team. Utilization of agency's grants management systems, Grant Seeker.

1. Create and keep current a Program Area reporting calendar to ensure timely reporting, Grant Seeker.

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2. Work alongside Program Managers and the Finance Team to address fund spenddown and other program-specific issues.
 3. Nurture funder relationship and serve as an ambassador for CS with current and prospective community TA&CB funders, including scheduling of and participation in regular calls and meetings.
 4. Review and approve program and work plan budgets and other tasks associated with the work plan process flow chart.
 5. Review program area expenditures to ensure alignment with agency and program area strategies.
 6. Support program areas to develop effective measures and methods to measure project implementation and success
 7. Fully utilize and support program team use and compliance with CS's grants and project management software, process, and procedures.

Project Management - Implementation of all agency and funder program requirements, and coordination with Leadership Team. Utilization of agency's project management system (i.e., Big Time).

1. Work Plan Management (Development, Modifications, Budget Review, and Approval).
2. Oversee submission of work plans into internal and external systems (i.e., Big Time and funder systems).
3. Coordinate team meetings to discuss scope of award, strategy for work plans, anticipated staff assignments, plan for evaluation.
4. Establish expectations, scope of Work Plan and task assignments are confirmed and executed.
5. Provide Work Plan implementation and monitoring and monitor monthly reporting.
6. Project closeout – deliverables complete and uploaded according to funder, final report review.
7. Procurement and monitoring of consultants working on related projects and meditation of subcontract disputes.

Supervision – The Co-Director of Community TA&CB is a supervisory position and includes the supervision of CS staff and agency consultants. Direct supervisory oversight to 1) program staff and 2) identified consultants.

Support other agency functions as identified by the CEO.

Persons filling this position must comply with the CS Personnel Policies and Procedures as approved by the Board of Directors. Neither this job description nor the CS Personnel Policies and Procedures will constitute a contract for employment.

Collaborative Solutions, Inc. is an equal opportunity employer and a drug free workplace. All applications are to be submitted to the Director of Admin & Operations, Collaborative Solutions, by mail (P.O. Box 130139, Birmingham, AL 35213) or email (careers@collaborative-solutions.net).

Employee Signature

Date