



COLLABORATIVE
SOLUTIONS

205.939.0411

P.O. Box 130159

Birmingham, AL 35213-0159

www.collaborative-solutions.net

Collaborative Solutions, Inc. is seeking applicants for the following position:

Program Manager

Collaborative Solutions, Inc. (CS) is seeking applicants for the position of Program Manager. The Manager is responsible for the development, coordination, management, and implementation of identified agency projects. The Manager reports to the Director of Programs and the CEO. CS is seeking applicants with experience and expertise working in housing and supportive services with vulnerable populations, including those experiencing homelessness (please specify experience working with Continuums of Care and specific subpopulations such as youth); work with survivors of domestic and sexual violence or sexual assault, American Indians and Alaska Natives, people living with HIV/AIDS or other chronic conditions; and/or program implementation in rural communities.

Qualified applicants must have:

Education Requirements

Master's degree required.

Position Requirements

- Skilled writer
- Strong analytical skills related to research
- Self-starter, strong follow through on projects
- Ability to handle multiple projects simultaneously and prioritize accordingly
- Management of grants and contracts
- Training and consultation experience, including presentation and facilitation skills for a variety of settings
- At least five years of experience related to housing and supportive services with vulnerable populations
- Project management skills including work plan development, budgeting, and staff allocation
- Ability to navigate complex relationships with funders, clients, and coalitions

The position requires travel and the ability to travel nationally. This is a full-time, local or remote position. CS is an equal opportunity employer.

Please send cover letter with salary requirements, resume, identification of applicable experience, and references to Sharon Fenstermaker, Director of Administration, Collaborative Solutions, Inc. P.O. Box 130159, Birmingham, AL 35213 or via email at sharon@collaborative-solutions.net. For more information, visit <http://www.collaborative-solutions.net>.