

Title: Blueprint Implementation Project Director

Reports to: Regional Council to Prevent and End Homelessness

Status: Full-time, three-year limited-term independent contracted employee

Location: Greater Green Bay Community Foundation Collective Impact Office in Green Bay, WI

Project Focus:

Urgent issues of homelessness and the growing need for supportive housing in the Greater Green Bay Region led the Greater Green Bay Community Foundation, Brown County United Way, City of Green Bay, Brown County, and Brown County Homeless & Housing Coalition to form the Greater Green Bay Community Housing Initiative Task Force to collaborate with our community for the purpose of identifying and activating coordinated solutions to address homelessness and housing insecurity.

The Task Force engaged the Corporation for Supportive Housing (CSH), a national leader in advancing collaborative community-wide housing solutions, to work across sectors, identify gaps and facilitate the development of an actionable [blueprint](#) to prevent and end housing insecurity within our community. Implementation of this blueprint will foster collaboration and guide solutions in which all members of the community can actively engage. Positive outcomes of this work will be helping our community build an environment to end homelessness.

Position Summary:

The Blueprint Implementation Project Director will work with the Regional Council, lead the implementation team, and facilitate action groups.

The Project Director will:

- Map existing efforts that overlap with the tasks in the blueprint, creating an efficient and effective path forward.
- Manage efforts to implement the recommendations and actions set forth in the blueprint and be responsible for keeping the implementation process on track.
- Provide leadership and structure for monthly and quarterly meetings to support implementation on a day-to-day basis.
- Ensure creation of a data dashboard or other reporting structures that track progress across workgroups.
- Create feedback mechanisms with providers, front-line staff, and people with lived experience to keep apprised of changing realities and add or change recommendations and actions as the work moves forward.

Specific Responsibilities:

Blueprint Management (50%)

- Provide leadership during the implementation of the blueprint strategies and actions, including establishing processes, workflows, connections between partners, project goals, benchmarks, and oversight of the project blueprint.
- Support workgroup members to ensure successful accomplishment of the blueprint goals with refinement and revisions as needed.
- Develop feedback mechanisms to iterate and refine blueprint goals throughout the duration of the blueprint implementation.
- Facilitate collaborative planning activities across blueprint workgroups.
- Support blueprint collaborators as appropriate.
- Ensure measurable action around blueprint strategies and goals.

Integration within Coalition (25%)

- Serve as a liaison between the Regional Council to Prevent and End Homelessness and the Brown County Homeless & Housing Coalition.
- Work closely with the Brown County Homeless & Housing Coalition leadership team to facilitate work as defined by the blueprint and ongoing recommendations of committees.
- As needed, oversee and project manage special initiatives of the coalition that advance the strategies and goals of this blueprint.

Administration and Other Activities (25%)

- Provide scheduled updates and reports on blueprint implementation progress to the blueprint's Regional Council to Prevent and End Homelessness.
- Develop appropriate reporting mechanisms to keep the Regional Council, Coalition, and community aware of implementation progress.
- Serve as main point of contact in communication, both written and verbal, with stakeholders, media and others as needed.
- Lead planning of events and other activities related to the implementation of the blueprint.

Qualifications:

The successful candidate will possess a demonstrated commitment to preventing and ending issues related to housing insecurity and should possess the following characteristics:

- A minimum of three years of experience in the field of social services. Previous experience working within the realm of housing-related issues is a benefit.
- Previous experience and training with trauma-informed practices or a willingness to develop an understanding of trauma-informed practices via sponsored training opportunities.
- Strong management skills with the ability to motivate, stimulate, and inspire workgroups to maximize their efforts in productivity and quality.
- Self-motivation with the ability to prioritize, meet deadlines, and manage changing priorities in a fast-paced environment.
- Strong project management skills.
- Excellent professional writing and verbal communication skills.

- Working knowledge of Microsoft Office Suite of products including, but not limited to, Word, PowerPoint, Excel.

Preferred Strengths:

- Demonstrated experience working with and engaging diverse communities and populations.
- Lived experience with the impacts of homelessness or housing insecurity or other structural inequities.

Work Environment:

- This will be a flexible, full-time independent contracted employee with time expected for face-to-face and virtual interaction with blueprint collaborators, stakeholders, officials, and nonprofits
- Access to dedicated office space and support will be provided.

*This opportunity values diversity and strongly encourages women, people of color, LGBTQ+ individuals, people with disabilities, ethnic minorities, and veterans to apply. This position seeks to employ qualified individuals based on individual merit. We do not discriminate against any individual with respect to terms and conditions of employment based on that individual's race, sex, age, religion, color, national origin, disability, marital status, veteran status, sexual orientation, gender identity or expression, housing status or any other non-merit factor protected under local, state, or federal laws. Equal Employment Opportunity applies to all personnel actions such as recruiting, hiring, compensation, benefits, opportunities for training, and termination.

Compensation:

This is a full-time, limited-term agreement of three (3) years with the Regional Council to Prevent and End Homelessness and will be paid as an independent contracted employee at \$70,000 per year.

Interested candidates should please submit a cover letter and resume to Katelyn Retzlaff at katieretzlaff@ggbcf.org by April 22, 2022.