METRO DALLAS HOMELESS ALLIANCE

Title:	Vice President of Programs
Reports To:	CEO
Compensation Range:	To be determined

Position Summary:

The Metro Dallas Homeless Alliance (MDHA) assists a continuum of programs working to end homelessness in Dallas and Collin Counties by providing community-wide technical assistance and implementation of strategic systemic changes to build an effective homeless response system. The Vice President of Programs, working closely with the President/CEO, is responsible to oversee and build upon the effectiveness of this continuum of programs working to end homelessness in Dallas and Collin Counties, including but not limited to the internal programs within MDHA, until homelessness is ended in this community.

Essential Duties & Responsibilities

- Analyzes, monitors, and presents results of the CoC programs to President/CEO, Executive Team, Board of Directors, Executive Advisory Councils.
- Analyzes and monitors CoC programs and identifies potential problems.
- Designs, establishes, administers and monitors systems to end homelessness in the CoC area.
- Ensures compliance with all federal and state regulations and requirements governing non-profits.
- Assistance with all federal, insurance and annual audits.
- Calculates the impact of proposed initiatives, expenditures, and/or policy changes on the CoC.
- Serves as strong voice in risk assessment on project funding, allocations and ability to meet goals/outcomes.
- Conducts periodic internal and external reviews of policies, procedures and systems, comparing with best practices.
- Implements and monitors for approved CoC policies, procedures and standards.
- In collaboration with key staff, designs, implements, and maintains a budgeting process that is realistic and helpful to managing related entities at the program and project levels.
- Provides user-friendly reporting tools that can be used for both planning and tracking of CoC growth and development.
- Other as assigned.

Physical Requirements:
Energy, persistence and stamina sufficient for extended working hours and engaging in extensive travel.

Education:
Bachelor's/Master's degree required.

Experience:
Minimum five (5) years' experience working in non-profit environment; excellent written and oral communication skills, ability to work in a team environment and working knowledge of federal contracts and grants management and federal regulations and reporting requirements.

Skills:
Must possess business astuteness, be results oriented, possess analytical skills and be able to make difficult decisions. The VP of Programs will also be able to establish strong working relationships with colleagues, peers, subordinates, staff as well as funders subcontractors and collaborators. Key competencies will include ability to identify information, be forward thinking, always aware of Agency's needs and commitment to its mission and values and ability to be flexible. Collaborative management and working style. Ability to achieve goals using influence and negotiation skills also important.

Principal Accountabilities:
- Reports to President/CEO
- Team player with co-workers, funders, subcontractors and collaborators
- Accurate, complete and timely submission of required reports, forecasts, proposals, budgets and analyses
- Cost effective operations
- Adherence to policies and management practices.
- Effective staff management and leadership

Work Hours/Schedule

- Regular – Normal work hours and days assigned based on a 40-hour workweek. Some nights and weekend meetings might be required to meet the need of partner agency, property owner schedules or to represent MDHA at community meetings.

Compensation

Salary to be determined. MDHA offers paid time off, 90% of employee, and 50% of eligible dependents, medical, dental, and vision insurance premium coverage.

To Apply

Please send cover letter with salary history and requirements and resume to: CEO@mdhadallas.org

Position will remain open until filled.

Employee's Signature_____Date_____

Supervisor's Signature _____Date_____