



## Position Description

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**Position Title:** Project Director: Permanent Supportive Housing/Pay for Success Project  
**Reports to:** President  
**FLSA Status:** Exempt

**Organization Overview:** United Way of Anchorage mobilizes the community to make lasting, measurable changes in community conditions that improve lives. We have adopted a unique approach to community problem-solving called collective impact which allows us to directly engage with communities. Our workplace is fast-paced, collaborative, and adaptive.

**Position Overview:** The Permanent Supportive Housing/Pay for Success Project Director coordinates activities of many partners, experts, consultants, and investors to expand permanent supportive housing and launch Alaska's first Pay for Success project to address the needs of individuals experiencing homelessness and frequent users of the criminal justice/jail system and to use a pay for performance financial model to sustain housing. The project is designed to:

1. Provide housing and supportive services for the costliest, highest need and most vulnerable members of the homeless population in Anchorage.
2. Measure and evaluate the extent to which providing permanent supportive housing to the target population generates improved outcomes for the target population, as well as efficiencies and economic benefits.
3. Determine whether Pay for Success is a replicable model for funding future service provision.

The ideal candidate will be a highly motivated, inspired, organized, and creative individual. This position will be responsible for advancing United Way of Anchorage's and the project's strategic goals and priorities by providing project coordination, management, and support to the many public, non-profit, and private sector partners engaged in this complex project. Candidates should be comfortable with data analysis, financial modeling, and program analysis, and be able to use tools such as Microsoft Excel to create analysis models as relevant. United Way of Anchorage seeks a professional with strong skills in project management and the proven ability to work well independently and within a multi-disciplinary team environment while managing multiple programs and priorities.

### **Essential/Primary Responsibilities:**

The Project Director provides three categories of work: Transactional, Technical, and Transformational.

- **Transactional Support.** The Project Director plays a critical role to keep the many parties of the project on track over the period of the housing services program and the financial transaction ramp up and implementation. The Project

Director monitors project implementation, convenes oversight meetings, and manages investor relations, along with partners and consultants.

- **Technical Support.** The Project Director provides ongoing project advisory services to ensure the program delivery benefits from best practices. These efforts benefit all parties, and in particular the investors. Through advisory role to providers, the Project Director reduces the investor's risk attributed to provider performance.
- **Transformational Support.** To ensure that the PSH/PFS project is successfully transformed into broader system change, the Project Director is focused on continuous incorporation of best practices, plans for scaling, and dissemination of lessons learned to the field.

The Project Director scope of work may include the following tasks:

- Monitor the day-to-day operations of the project
- Support provider performance to ensure housing and services adhere to evidence-based practice
  - Provide ongoing technical assistance for quality supportive housing, including the Housing First philosophy
  - Provide technical assistance that raises the quality of supportive housing in Anchorage
- Support provider ability to maximize Medicaid billing
  - Provide ongoing technical assistance and coordinate with other internal and external experts as needed
  - Coordinate with relevant stakeholders to inform policy decisions
- Support providers to ensure housing placements
  - Work collaboratively with City and State housing agencies, the Continuum of Care, Anchored Home and other stakeholders to identify and resolve any obstacles to accessing and utilizing housing vouchers
  - Identify and resolve any obstacles to on-time lease up of new construction buildings
- Review provider reports; ensure such reports are timely and complete
- Identify project implementation challenges and work with Pay for Success contract parties and other stakeholders to facilitate project adjustments in the interest of improving service delivery and efficiency
- Work with fiscal agent to ensure payments to providers are timely and the process is smooth

#### **Staff the Operating and Governance Committee**

- Staff the Operating and Governance Committee, which includes:
  - Scheduling meetings
  - Raising agenda items and facilitating group discussions
  - Preparing and circulating all meeting materials including: agenda, minutes, evaluator's reports, provider updates, financial reports, etc.
  - Coordinating and managing membership
- Liaison to any additional consultant services provided to the project
- Specific to the Governance Committee: Facilitate voting/approval process for any changes considered by Governance Committee

### **Process Evaluation and Success Payments**

- Review provider reports required to make success payments; ensure that such reports are timely and complete
- Work with independent evaluator and fiscal agent to ensure success payment process is timely and accurate
- Coordinate advice and input from the evaluator's process evaluation for continuous quality improvement

### **Investor Relationships**

- Provide any required notices to funders under the Pay for Success contract and the funding documents, including regarding any matter under the Pay for Success contract for which lender consent is required and securing such consent
- Work with fiscal agent and funders to ensure funder loan disbursement process runs smoothly and according to schedule

### **Communication with all parties**

- Advise of any events of default by service provider
- Act as central point of contact for all media inquiries, requests for information
- Assist all parties with communications per the communication protocol

### **Specific Skills and Experience Include:**

Successful candidates will be adaptive and entrepreneurial problem solvers. United Way of Anchorage seeks candidates driven by strategic thinking, and can execute with creativity and flexibility to adapt approach, strategy, and tactics rapidly in response to changing information or project need. It is important to articulate and strategically pursue new visions and ideas for supportive housing, and the role it can play in reducing homelessness. The ideal candidate must be:

- Entrepreneurial:
  - Seeks and advances new opportunities and partnerships; tries new approaches to existing work.
- Strategic:
  - Ability to assess situations and opportunities and translate them into plans of action. Understands how to work through formal channels, informal networks, and with partners in varied public sectors and philanthropic settings.
  - Ability to communicate visions and persuade others.
- Pragmatic
  - Effectively manage many programs and tasks simultaneously, including large multi-site, multi-year programs and ensuring program compliance. Must be adept taking initiative and pursuing program goals with minimal supervision.
- Collaborative
  - Ability to establish excellent relationships and work cooperatively with individuals, groups, and organizations that are diverse in mission, composition, function, and capacity.
  - Ability to find common ground and effectively facilitate discussion among stakeholder groups with divergent views.
  - Skilled in developing and delivering cogent and compelling presentations to varied audiences.

- Accountable
  - Strong analytical, interpersonal, presentation, and written and verbal communications skills.
  - Sets a high focus for personal and team performance with a focus on results

**Requirements and Qualifications:**

Bachelor's degree; advanced degree preferred. Equivalent experience may substitute for education.

- Minimum of 5 years of experience in creating programs and/or policies serving vulnerable populations, such as homeless individuals and/or individuals exiting the criminal justice system. Experience in the supportive housing field is a plus.
- Demonstrated strong project management skills
- Knowledgeable in issues related to supportive housing
- Familiarity with criminal justice systems, re-entry and homeless services system is a plus
- Familiarity of Pay for Performance/Pay for Success model a plus
- Familiarity with performance evaluation
- Demonstrated skills at building and managing collaborative partnerships
- Demonstrated experience at managing multiple assignments effectively
- Ability to take initiative and pursue goals with minimal supervision
- Strong analytical, interpersonal, presentation, and written and verbal communication skills
- Excellent computer skills including extensive knowledge of MS Word, MS Excel, and Microsoft Outlook

**Place of Work:** 701 West 8th Avenue, Suite 230, Anchorage, Alaska 99501

**Hours of Work:** 8:30 am – 5:00 pm, Monday – Friday

**Salary:** DOE

**To Apply:** Submit letter of interest and resume to Michele Brown, 701 West 8<sup>th</sup> Avenue, Suite 230, Anchorage AK 99501. Fax and email applications are acceptable. Fax: 907-263-3801; email: mbrown@ak.org

Position open until filled.