

Director of Special Projects - Neighborhood Zero

Role Title: Director of Special Projects

Salary Range: \$95,000- \$130,000

Organizational Overview

The King County Regional Homelessness Authority (the Authority) oversees all homelessness related programming and prevention initiatives in the Seattle/King County region. Created via an interlocal agreement between the City of Seattle and King County in 2019 the Authority is charged with building and implementing a regional approach to ending homelessness in King County. To accomplish this, the Authority is specifically tasked with:

1. Engaging and centering people with lived experience;
2. Focusing on justice-based approaches in order to actively address disproportionalities in the population experiencing homelessness; and
3. Integrating the perspectives of a wide range of stakeholders across King County through a sub-regional planning process that recognizes the unique attributes of communities within the county.

The Authority is currently in its founding era and is looking for dynamic and skilled leaders at all levels.

Team Overview

The Director of Special Projects, Neighborhood Zero Initiative will play a specialized role on the KCRHA team. This role will interact with Authority leadership staff across all divisions to develop, implement, assess a plan to create and maintain functional zero sub-systems in the Seattle-Metro subregion. This role will jointly report to the Chief Program Officer and the Deputy CEO with a strong working relationship with the CEO and all senior leadership. In addition to being in close coordination with other departments agency-wide, this role is expected to be regular communication with the Executive Office, including the Director of External Affairs & Communications and the Intergovernmental Affairs Manager, to ensure direct alignment with the strategy and goals of the Regional Authority.

Role Description

The Director of Special Projects, Neighborhood Zero Initiative is responsible for the development, implementation, and assessment of a plan to create and maintain functional zero sub-systems across Seattle, successfully implementing a strategy to radically reduce homelessness via targeted focus and infrastructure development. This role will coordinate across KCRHA departments, public agencies, and City of Seattle and King County departments to ensure the successful implementation. This role will also play a key role in developing a budget, timeline, and implementation plan through comprehensive stakeholder engagement with public and private partners, providers, and people with lived experience. The role will work closely with the External Affairs Director and Intergovernmental Manager to develop cohesive messaging and materials to provide to partners. Throughout implementation this role will partner with KCRHA's Community Impact Division to develop data driven approaches and strategies and metrics to assess the effectiveness of the plan. The Director of Special Projects, Neighborhood Zero Initiative will be ultimately accountable to the CEO and people experiencing homelessness and will be held to the processes that customers of the Regional Authority's services, community groups, and frontline staff establish to ensure that accountability.

Accountabilities

Strategy & Policy Development (25%)

- Partner with the CEO, Deputy CEO and Department Chiefs to lead the development and design of strategy for the Neighborhood Zero Initiative.
- Develop a work plan to ensure clear identification of objectives and resource needs.
- Develop strategies for identifying and securing opportunities for leveraging public and private funding.
- Support the Deputy CEO in ensuring that team capacity is aligned to project based needs to promote the execution of short term and long-term goals
- Engage people with lived experience, community members, business partners, public partners, and providers to give feedback on special project plans.
- Work with providers to develop strategies to build capacity and develop organizational expertise in service areas where there are provider gaps.

- Coordinate with the Community Impact Department to identify data resources that can inform strategies.
- Develop scopes of work for providers and contractors.
- Work with the program and performance division and community partners to develop program models to respond to population needs.
- Create clear project proposals and outward facing materials to present to key stakeholders.
- Engage partners nationally to identify applicable program models that can be replicated or built upon.

Implementation and Project Management (60%)

- Oversee the day-to-day operations of all Neighborhood Zero related projects
- Collaborate with the Department leadership across KCRHA to create continuous feedback loops with stakeholder groups to inform vertical resourcing leveraging a data-driven approach on projects of oversight
- Manage implementation of project related tweaks as a part of continuous improvement efforts
- Work with the program and performance team to lead the procurement of services as it relates to the Neighborhood Zero Initiative.
- Manage external consultants working on real estate acquisition and property identification.
- Coordinate across City and County departments to ensure permitting, funding, and infrastructure needs are in place for projects under the Neighborhood Zero Initiative.
- Work with providers to develop the capacity of organizations to respond to procurement opportunities and provide the desired services.
- Model a customer-centric work-style through leadership and personal accountability towards inclusive practices

Communications and Messaging (10%)

- Engage relevant stakeholder groups in an ongoing way to drive continuous improvement and design efforts for projects of oversight
- Attend relevant meetings with community-based organizations, other government agencies and partners, broadly to support informed design, resource building and resource sharing

- Partner with the Director of External Affairs to develop materials for distribution to public and private stakeholders, educational materials, and promotional and advocacy resources.
- Jointly develop and lead presentations to public officials, community groups, and KCRHA's boards.
- Accompany CEO and Director of External Affairs to present board meetings and community events.
- Actively build relationships with innovators across the sector/across sectors to support driving creative innovation and change within workstreams of oversight.

Data and Assessment (5%)

- Monitor and track goals and progress against goals for projects related to the Downtown Strategy.
- Work with Community Impact division to develop, analyze and present data that informs the development of the Downtown Plan.
- Work directly with the Community Impact division to develop metrics for evaluation related to Neighborhood Zero implementation.
- Collaborate on reports and recommendations based on evaluations and findings during the implementation phase of the Downtown Plan.

Minimum Requirements

- Fluency in equity and racial justice concepts and language, understand their own privilege and power, and is able to bring equity impact analysis to life in the context of their tasks
- 5-7+ years of related work experience in the government, non-profit or related field with experience managing a large budget
- Experience teaming with homelessness response providers in a collaborative and non-hierarchical fashion
- 2+ years of experience as a project manager
- A track record of success of leadership of teams
- Proficiency/comfort using technology and data, including Microsoft Office Suite

Additional Requirements

- Ability to travel around the region to partner with key stakeholders
- Experience working across government agencies and related structures/governing bodies
- A track record of success in operations and stakeholder engagement

- Experience designing and operating programs or projects and conducting data-driven continuous improvement processes
- Superior oral and written communication skills
- Experience managing a team; a commitment to differentiating management to support success, growth and development of a diverse workforce
- Exceptional planning, organizing, and prioritizing skills in order to manage a diverse workload, multiple demands, and deadline sensitive projects
- A high level of customer service orientation and attention to detail
- Ability to provide and accept feedback
- Ability to work in and across several communication platforms, including social networks and cloud- based systems
- Strong attention to detail, accuracy, timeliness

EEO STATEMENT

The Regional Authority is committed to a policy of Equal Employment Opportunity and will not discriminate against an applicant or employee based on the basis of race, creed, religion, color, national origin, age, alienage or citizenship status, ancestry, nationality, national origin, marital or domestic partnership or civil union status, familial status, sex, pregnancy, gender identity, or any other characteristic protected by federal, state or local law. In addition, the Regional Authority will provide reasonable accommodations for qualified individuals with disabilities.