



# KCRHA

King County Regional Homelessness Authority

## **Grant System Coordinator**

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**Role Title:** Coordinator, Grant System

**Salary Range:** \$85,000 - \$95,000 per year

#### **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 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 seeks dynamic and skilled leaders at all levels.

#### **Team Overview**

The Grants team within the Authority is responsible for contract management of grant-funded homelessness service related strategy development, procurement, contract implementation, compliance monitoring and overall oversight within the agency, and management of the Authority's grants management system (Fluxx). The team has direct lines of interaction with all offices across the agency, working closely with the other Program Division teams and Executive Office to ensure direct alignment with the big-picture strategy and goals of the Authority. The team has seven team members.

## **Role Description**

As part of the Grants team, the Grants System Coordinator works closely with the Grants Manager to manage, maintain and develop specialized content knowledge and expertise on the grants management system and system administration. The Grants System Coordinator will administer the system, provide internal and external training and troubleshooting support, and will work closely with the Program Performance Management teams to implement contract management functions. This team sits in the Program Delivery and Performance division along with the Program Performance, System Performance and Regional Capacity teams. As a contributing member of the Grants team, the Grants System Coordinator works in support of the agency's mission to provide high-quality, customer-centered services to King County community members through high quality support of the grants management system. The Grants System Coordinator will partner closely with the Grants Manager, the Deputy Chief Program Officer, other division managers, the finance division, service provider partners, the grants management system vendor, community partners and customers to design service provider program related strategy and oversee that work at the Authority day-to-day.

In the initial implementation phase of the Authority there are significant systems integration and implementation projects that the Authority and the Program and System Performance division will undertake, and the Grants System Coordinator will engage and continue those projects.

The Grants System Coordinator will be ultimately accountable to the Chief Executive Officer and people experiencing homelessness and will be held to the processes that customers of the Authority's services, community groups, and frontline staff establish to ensure that accountability.

## **Accountabilities**

### **Homelessness Services Grants Management System Administration (50%)**

- Serve as an internal expert, system administrator and trainer on the Authority's grants management system
- Implement routine training and onboarding of grants management system for relevant stakeholders
- Collaborate with project managers and team leads to complete related research and management projects with a focus on homeless services delivery
- Manage implementation of grants management system related projects as a part of the full system implementation in phases, full integration with the financial management and other enterprise systems of the Authority and as part of continuous improvement efforts
- Maintain a high level of understanding in homeless services public administrative service provision under contract, and the regional homelessness services delivery system to ensure that high quality services are delivered and best practices are continuously integrated into the Authority's service delivery

- Collaborate with people with lived experience, homelessness service providers and others with practice area expertise to assist with planning, implementation, and service delivery for best in-class service delivery
- Collaborate with the Deputy Chief Program Officer, Finance Director and members of the finance team, and managers in the Community Impact division to create continuous feedback loops with stakeholder groups to inform vertical resourcing leveraging a data-driven approach on projects of oversight

### **Continuous System Improvement (30%)**

- Develop and maintain a tool for continuous system improvement tracking
- Routinely identify, maintain, and oversee continuous system improvements across the grants management system (Fluxx)
- Engage and collaborate with internal staff, people with lived experience, homelessness service providers and other stakeholders with practice area expertise to assist with continuous improvement of best-in-class homelessness service delivery
- Engage relevant stakeholders to collect, identify and assess recommended system tweaks and improvements

### **Stakeholder Engagement (20%)**

- Engage relevant stakeholder groups, including Authority staff, vendor staff, service providers and customers, 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
- Actively build relationships with innovators across the sector/across sectors to support driving creative innovation and change within workstreams of oversight

### **Minimum Requirements**

- Fluency in equity and racial justice concepts and language, understand their own privilege and power, and can 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 a record of success in project management.
- A record of success in cross-team and/or multi-stakeholder collaboration
- Comfort in conducting research
- Strong organization, written and oral communications skills
- Proficiency using technology and data, including Microsoft Office Suite

### **Additional Requirements**

- Ability to travel up to 10%, in state and out-of-state
- IT/System Project management and training experience, a plus
- Budget management experience, a plus
- Experience working across government agencies and related structures/governing bodies
- A record of success in operations and stakeholder engagement
- Experience designing and operating IT Systems, 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 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 Homelessness 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 Authority will provide reasonable accommodations for qualified individuals with disabilities.