



Senior Advisor

King County Regional Homelessness Authority

Role Title: Senior Advisor to the Chief Program Officer

Salary Range: \$80,000 - \$130,000 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 Chief Program Officer (CPO) reports to the Chief Executive Officer, and the Program Performance Division is responsible for policy and strategy development, implementation, and oversight of the housing and homelessness services delivered under contract, and the homelessness response system coordination functions of the Regional Authority, such as coordinated entry. Housed directly within this team are core workstreams, including service provider contracts and grants management, homelessness services performance management, regional capacity building, and direct service provision. The team has direct lines of interaction with all offices across the agency.

Role Description

The Senior Advisor works closely with the CPO, Deputy CPO and other senior team members to coordinate and lead special projects, manage complex administration tasks across the Programs Division, and support the CPO and Program Division through strategic project management, and high level administration and organizational support



functions, and as needed supervisory responsibilities. Coordinates special projects, and completes complex reports and analysis. This role will also work both independently and with senior agency leadership across the Authority. Interfaces with external stakeholders including senior representatives of state, local or federal government agencies and/or private sector companies. Sensitivity to confidential matters, a high level of professionalism, good judgment, tact and diplomacy are paramount.

Accountabilities

Project Management and Continuous Process Improvement (60%)

- Oversees process development for the CPO and Executive Team and assists in managing various projects in implementation of the Authority and transition from current structures.
- Provides analytical and specialized advice and support to the CPO and/or assists with management and implementation of complex projects
- Advises the CPO on strategy and implementation, and facilitates implementation
- Manages internal and external special projects in coordination with other departments and/or organizations on behalf of the CPO.
- Prepares and edits various documents, including memoranda of understanding and letters of agreement.
- Assumes responsibility, in the absence of the CPO and Deputy CPO, for ensuring continuity of projects in the Program Division.
- Performs other tasks and duties as assigned by the CPO.

Stakeholder Engagement (20%)

- Engages relevant stakeholder groups in an ongoing way to drive continuous improvement and design efforts for projects.
- Makes high level contacts of a complex nature inside and outside of the agency.
- Demonstrates an ability to engage with persons of all backgrounds, cultures, and affiliations within all levels of government, business, or non-profit entities.
- Assists in coordinating activities between the agency and various outside parties including corporations, non-profit organizations, foundations, sub-grant recipients and local and state elected officials.
- Participates in meetings, taskforces, and workgroups both internally and externally on behalf of the CPO and the Authority.
- Represents the CPO in relevant meetings with other government agencies, community-based organizations, and other partners to support informed design, resource building and resource sharing
- Actively builds relationships across the sector/across sectors to support driving creative innovation and change within workstreams of oversight



Staff Supervision (20%)

- Manage various Programs Division staff as needed to support division goals and assigned duties
- Provides direct growth and develop related supports to direct reports
- Models a customer-centric workstyle through leadership and personal accountability towards inclusive practices

Minimum Requirements

- Fluency in equity and racial justice concepts and language, understanding their own privilege and power, and is able to bring equity impact analysis to life in the context of their tasks
- 3 - 7+ years of related work experience in the government, non-profit or related field; regional experience preferred
- 2+ years of experience as a project manager
- A track record of success in leading teams
- Budget management experience
- Ability to operate well during a start-up period of agency initiation
- Proficiency/comfort using technology and data, including Microsoft Office Suite

Additional Requirements

- Ability to travel routinely throughout the region to meet with stakeholders and engage the community.
- Experience working across government agencies and related structures
- 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
- 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

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.