



## **Procurement & Policy Manager**

### **King County Regional Homelessness Authority**

**Role Title:** Manager, Procurement & Policy

**Salary Range:** \$95,000 - \$120,000 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 Program & System Performance Division within the Authority is responsible for contract-funded homelessness service related strategy development, procurement, implementation, compliance monitoring and oversight, and continuum of care administrative responsibilities. The Authority has a responsibility to procure homelessness services equitably and competitively, and Procurement & Policy Manager has responsibility for implementing the Authority's equity-based procurement process, including all procurement related responsibilities the Authority holds as the King County continuum of care lead applicant. The Authority undertakes procurement of homelessness services whenever there is additional or reallocated funding, and periodically as service contracts expire, ensuring that regional homelessness services are procured under our equity-based decision-making framework. The team also has responsibility for formulating, documenting and refining the Division's policies and procedures in alignment with the principles of equity-based decision making and participatory processes. The



team has direct lines of interaction with all offices across the agency, working closely with the Program & System Performance Division and the Executive Office to ensure direct alignment with the big-picture strategy and goals of the Regional Authority. The team has approximately three (3) team members working directly in related roles.

### **Role Description**

The Procurement & Policy Manager works closely with the Deputy Chief Program Officer to lead the services procurement and policy responsibilities within the Program & System Performance Division at the Regional Authority. The Procurement and Policy Manager has responsibility for effective, engaged and equity-based procurement responsibilities of the Authority as lead entity and collaborative applicant for the King County continuum of care for HUD grants. In close collaboration with the other programs teams, the Manager works in support of the agency's mission to provide high-quality, customer-centered services to Seattle/King County community members through a series of initiatives and programs that support effective, well-functioning grants management for homelessness related programming administered by the RHA. The Procurement & Policy Manager will partner closely with System Performance team staff members at all levels, the Chief and Deputy Chief of Programs, and the Finance Director. This role primarily leads and oversees projects related to management of the Regional Authority's homelessness services procurement process, managing the Authority's public competitive grant-funding through an explicitly equity-based procurement processes, ensuring that Program Division staff are supported in effectively collaborating with Finance Department staff to meet timely and equitable procurement goal, to ensure effective, efficient, and equity-focused policy establishment responsibilities, and to support the RHA's continuum of care administration and annual Notice of Funding Opportunity (NOFO). Reporting directly to the Deputy CPO, the Procurement & Policy Manager has approximately two (2) direct reports.

The Procurement & Policy Manager will be ultimately accountable to the Chief Executive Officer 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**

#### **Project Management and Continuous Improvement (50%)**

- Support the Deputy Chief Program Officer in the development and design of strategy for and implementation of equity-based program procurement, and efficient, effective management of contract life-cycle



- Develop a work plan to ensure clear and timely identification of objectives and fiscal resources needed
- Support the Deputy in ensuring that team capacity is aligned to project needs in order to promote the execution of short term and long-term goals
- Oversee the day-to-day operations of all grants-funded procurement projects
- Support the Deputy and division team members to ensure that the RHA's Continuum of Care procurement, policy and administrative responsibilities are met timely
- Monitor and track goals and progress for projects related to procurement
- Collaborate with the Deputy 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 adjustments as a part of continuous improvement efforts

#### **Policy Development (20%)**

- In collaboration with division and agency colleagues, organize and manage the ongoing development and implementation of the policy framework for the Authority's public procurement, contracting and maintenance of the core contracted body of work
- Monitor and track goals and progress for projects related to policy formulation

#### **Staff Supervision (10%)**

- Manage approximately two staff and work collaboratively across the regional authority to support related project planning, progress tracking and plan implementation
- Ensure professional growth and related supports for direct reports
- Support the Deputy Chief and Chief Program Officer in planning and leading team retreats or other professional development activities as a supervisor for team members
- Model a customer-centric work-style through leadership and personal accountability towards inclusive practices

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

- Engage relevant stakeholder groups in an ongoing way to drive continuous improvement and design efforts for projects of oversight
- Attend relevant meetings with contractor and prospective contractor community-based organizations, other government agencies and partners, broadly to support informed design, resource building and resource sharing
- Actively build relationships with innovators 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 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
- 2+ years of experience as a project manager
- A track record of success in managing people and leading teams of 2-4+ people
- Budget management experience
- Proficiency/comfort using technology and data, including Microsoft Office Suite

## **Additional Requirements**

- Ability to travel up to 10%, in state and out-of-state
- 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 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 RHA will provide reasonable accommodations for qualified individuals with disabilities.