



KCRHA
King County Regional Homelessness Authority

Procurement Coordinator King County Regional Homelessness Authority

Role Title: Procurement Coordinator

Salary Range: \$80,000 - \$95,000 per year

This is a term-limited temporary position expected to last through December 31, 2024

Organizational Overview

The King County Regional Homelessness Authority (KCRHA) oversees all homelessness related funding, 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, KCRHA is charged with building and implementing a regional approach to ending homelessness in King County. To accomplish this, KCRHA is specifically tasked with:

1. Engaging and centering people with lived experience of homelessness;
2. Focusing on justice-based approaches to actively address disproportionalities in the communities 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 KCRHA is currently moving from its founding era to its foundational years and seeks dynamic and skilled leaders at all levels.

Team Overview

The Procurement Team at KCRHA is responsible for grant-funded homelessness service-related strategy development, equity-based procurement, contract coordination, and funding compliance. An initial responsibility for the Team as it moves away from its start-up phase to implementing its first [5-year plan](#), will be to implement a system re-procurement process of its current investments. The Procurement Team is also responsible for the ongoing management of each procurement life cycle, establishing efficient effective workflows for procurement and contract coordination, and supporting the implementation of city, county and Continuum of Care (CoC) contracts with KCRHA. Ongoing responsibilities will include regular public procurement of goods and services related to KCRHA's mission. The team has direct lines of interaction with all offices across the agency, particularly with the Program Performance and Delivery Team, and works closely with the Executive Office to ensure direct

alignment with the big-picture strategy and goals. The team will have approximately 6 team members.

Role Description

As part of the Procurement Team, the Procurement Coordinator works closely with the Procurement and Policy Manager and other members on the Procurement Team to provide support for public procurements for homelessness and agency support services that KCRHA engages in, and to support pursuit of public funding opportunities that KCRHA may propose for service provider procurement. This team is under the Programs Division within KCRHA. As a contributing member of the Procurement Team, the Procurement Coordinator works in support of the agency's mission to provide high-quality, customer-centered services to Seattle and King County community members through providing general support for procurement and programs which address housing and homelessness.

The Procurement Coordinator will partner closely with the Procurement and Policy Manager, Regional Capacity and Performance Manager,, community partners, customers, and various other teams within KCRHA to design equity-based procurement strategies while overseeing the day-to-day scope of procurement activities on behalf of KCRHA. This role is an individual contributor that supports a variety of projects across the Procurement Team in various capacities, including but not limited to team and/or project operations, technical writing, and administrative support and research. They may also collaborate with Managers to lead specific work streams or deliverables for projects on other Program Division Teams, as needed. Reporting directly to the Procurement and Policy Manager, this role has no direct reports but may serve as team lead for procurement projects.

As KCRHA moves from its start-up phase, there are significant systems integration and implementation projects that the KCRHA and the Program Delivery and Performance division will undertake, and the Procurement Coordinator will engage in various ways to support those projects.

The Procurement 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 Regional Authority's services, community groups, and frontline staff establish to ensure that accountability.

Accountabilities

Research, Technical Writing, & Administrative Support (50%)

- *Maintain a high level of understanding of Fluxx, KCRHA's Grants Management System (GMS), and other operational tools; Attend organizational trainings on new platforms and systems and share learnings with the team, as required*
- Provide day-to-day operations/administrative support to the Procurement and Policy Manager and the Procurement Team, as needed, including scheduling and leading community engagement events, drafting memos and accessible communications for diverse stakeholders, overseeing the planning and implementation of various funding opportunities in support of efficient team operations
- Research best practices that could enhance the work of the Procurement Team with a focus on tools for equity-based procurement, contract management, project management and related areas
- Collaborate with project managers and team leads to complete specialized research, as needed, in support of procurement projects and initiatives
- Provide high-quality customer service to internal and external stakeholders as a part of stewarding operations for those working on/with the Procurement Team.

Project/Program Operations (40%)

- Maintain team practices that align with the KCRHA Equity-based Procurement Manual and norms related to equity-based procurement and contracting
- Support the Procurement and Policy Manager in the management of key resources and tools related to procurement, contracting, and project management workstreams
- Support management and tracking of deliverables and tasks on procurement and grants management, to ensure clear identification of objectives and fiscal resources needed for project oversight
- Collaborate with team leads to implement project related changes as a part of continuous improvement efforts, as needed
- *Support management of the Fluxx GMS, including procurement, initiation and implementation support, preparation of submitted grant proposals and analysis of workflows*
- *Collaborate with members of the Procurement, Finance, and Admin Teams, as well as grant applicants to support the integration of functions within the Fluxx GMS*
- Support various start-up and capacity building projects that further the work of KCRHA's capacity for robust, equity-centered procurement.

Stakeholder Engagement (10%)

- Support team leaders in coordinating engagement efforts for relevant stakeholder groups in an ongoing way to drive continuous improvement and investment design efforts
- Attend relevant meetings with community-based organizations, other government agencies and partners, broadly to support informed design, resource building and resource sharing with team leaders; keep meeting minutes and track data gleaned from engagements to inform planning efforts
- Build relationships with individuals within and outside of the regional authority across sectors

Minimum Requirements

- Fluency in equity and racial justice concepts, understand their own privilege and power, and is able to bring equity impact analysis to life in the context of their tasks
- 2-3+ years of professional experience serving as facilitator for groups and/or meetings
- 4-7+ years of related work experience in the government, non-profit or related field
- 3+ years of experience with a track record of success in grant funded program administration, grant writing, or public procurement
- A track record of success in cross-team and/or multi-stakeholder collaboration
- Proficiency using technology and data, including Google Suite, Smartsheets, and Microsoft Office Suite

Additional Requirements

- Project management experience, a plus
- Budget management experience, a plus
- Experience working across government agencies and related structures/governing bodies, a plus
- Experience in project management, operations and stakeholder engagement
- Experience collecting data and/or using data to drive decisions
- 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

Benefits: Unlimited vacation, subject to manager approval, 96 hours of paid sick and safe, 12 official holidays and 2 personal holidays, medical, dental, and vision benefits, pension plan, deferred compensation plan to eligible employees, life insurance and long-term disability.

Salary Range: \$80,000 - \$95,000 per year

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, KCRHA will provide reasonable accommodations for qualified individuals with disabilities