



Role Title: Sub-Regional Planning Manager

Salary Range: \$100,000 - \$139,000

Classification: Represented; Full-time, exempt

Location: Seattle, Washington; Hybrid: two days onsite, three days remote

Organizational Overview

The King County Regional Homelessness Authority (KCRHA) is an administrative agency that oversees homelessness-related programs and funding in the Seattle-King County region. Created by an interlocal agreement between the City of Seattle and King County in 2019, KCRHA is responsible for unifying and coordinating the homelessness response system across our large and diverse region. KCRHA works with a wide range of stakeholders, with a focus on continuous improvement across the system, centering lived experience and meeting the needs of people experiencing homelessness, and making the most effective use of public funds. Our mission is to significantly decrease homelessness throughout King County, using equity and social justice principles. We are currently seeking skilled leaders at all levels.

Team Overview

The Sub-Regional Planning Team is responsible for planning, strategy development, and implementation in seven sub-regions of King County (East King County, North King County, Seattle Metro, Southeast King County, South King County, Snoqualmie Valley, Urban Unincorporated King County). This team is key to ensuring that the KCRHA develops and maintains a coordinated regional approach that earns the support of the 38 suburban cities and unincorporated King County. This work includes collaboration with many teams across the KCRHA, including with the Community Impact division, Government Relations, Communications, and the Program Delivery and Performance division. This team works within the External Affairs team, with direct lines of interaction with the Executive Office to ensure alignment with KCRHA's policy priorities and big-picture strategy and goals.

Role Description

As the lead of the Sub-Regional Planning Team, the Manager of Sub-Regional Planning works closely with planning specialists to provide specialized knowledge about, and ensure ongoing engagement with, housing and homeless service providers, coalitions, stakeholders, elected officials, local governments, and people with lived and living expertise in King County. This team is part of the External Affairs Division, and the Sub-Regional Planning Manager will facilitate

coordination with teams across the agency. The Manager works in support of the agency's mission to provide high-quality, lived experience-centered services to Seattle/King County community members.

Reporting to the Chief of Staff, the Sub-Regional Planning Manager works closely with service providers (e.g., outreach and shelter), community partners, government partners, and individuals with lived experience of homelessness to accurately analyze and illustrate the unique dynamics of each sub-region, including specific needs and opportunities. This work translates into informing and designing tailored policies, approaches, and performance metrics that will be embedded in organizational strategic planning and revisited to ensure continuous improvement.

This role supervises a team of Sub-Regional Planning Specialists dedicated to specific sub-regions, and is intended to ensure alignment to agency priorities, a consistent and coordinated approach, and a community-building orientation to projects related to community engagement, policy analysis, coalition building, strategic planning, data, and analytics.

The Manager will be ultimately accountable to the Chief Executive Officer and people experiencing homelessness.

Accountabilities

Stakeholder Engagement (30%)

- € Co-create strategies with lived experience stakeholders, Black, Indigenous, Immigrant, and communities of color, organizations serving people with disabilities, organizations serving LGBTQIA2S+ community members, organizations serving women, organizations serving people fleeing domestic violence, and other organizations serving historically marginalized and oppressed communities to ensure equitable engagement
- € Develop and lead presentations and engagement activities in sub-regional meetings with stakeholders to support alignment on strategy, information sharing, and continued partnerships
- € Maintain an innovative, iterative system to be accountable to community input that supports an active feedback loop while staying aligned with organizational priorities and moving KCRHA initiatives forward
- € Facilitate planning activities conducted in partnership with municipal staff from cities across King County
- € Liaise and represent KCRHA in planning spaces with other sector leaders and agencies (e.g., Sound Cities Association, Public Health Seattle & King County)

Policy Analysis and Strategic Planning (30%)

- Guide the development, implementation, and monitoring of seven sub-regional plans to ensure completion of activities formally adopted within the [Five-Year Plan](#)



- Lead processes to identify and pursue funding opportunities for the seven sub-regions in alignment with sub-regional plans and the Five-Year Plan
- Serve as an internal expert on current policies and trends in the landscape of homeless services and affordable housing for each subregion in King County
- Analyze service and funding provision in each sub-region to support a sub-regional lens in resources, capacity, and performance evaluation
- Assemble and deliver recommendations to KCRHA leadership on policy and engagement priorities derived from stakeholders and Sub-Regional Planning Specialists
- Lead specialized project work in the field, as needed, including developing a work plan to ensure clear identification of objectives and fiscal resources

Organizational Coordination (20%)

- Coordinate with Program Delivery and Performance Division and Community Impact Division to ensure alignment in workstreams and workplans
- Coordinate with Community Impact Division to communicate relevant data points and community outcomes to stakeholder groups and jurisdictional partners
- Ensure consistency and alignment with KCRHA policy priorities and public messaging across Sub-Regions
- Collaborate closely with Government Affairs staff to ensure robust awareness of political dynamics and ensure that relationships with elected officials are adeptly navigated in pursuit of strategic planning goals
- Work with Chief of Staff and other External Affairs staff to manage communications, respond to questions, establish policy priorities, and develop advocacy plans for work pertaining to KCRHA in the 38 jurisdictions outside of Seattle
- Create opportunities for feedback with sub-regional stakeholders to inform key projects and initiatives and make internal recommendations when appropriate

Team Support and Management (20%)

- Supervise a team of three (3) staff on the Sub-Regional Planning team
- Lead team project planning and prioritization to balance the needs of Sub-Regional partners and the KCRHA
- Lead the day-to-day activities of the Sub-Regional Planning team by providing guidance on internal processes and external relations
- Maintain a high level of understanding of the policies, programs, services and supports across the region to ensure that innovation and opportunities are accessible to the Sub-Regional Planning team
- Support the Sub-Regional Planning Team's professional development goals



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
- Minimum of 1 year of experience supervising individuals or teams
- 4 years of related work experience in the government, non-profit or related field, (a combination of work experience and a graduate degree in public policy, public administration, social work, or public health could serve as a substitute)
- 2 years of project management experience
- A track record of success in cross-team and/or multi-stakeholder collaboration
- Strong organization, written and oral communications skills

Additional Requirements

- Ability to travel up to 30% around the King County region
- Budget management experience, a plus
- Exceptional planning, organizing, and prioritizing skills in order to manage a diverse workload, multiple demands, and deadline sensitive projects
- Experience working across government agencies and related governing bodies
- Superior oral and written communication skills
- Ability to provide and accept feedback
- Strong attention to detail, accuracy, timeliness
- Experience in facilitating stakeholder meetings with varying perspectives
- A track record of success in stakeholder and community engagement
- Experience designing and operating programs or projects and conducting data-driven continuous improvement processes
- Proficiency using technology and data, including Microsoft Office Suite and SmartSheet

BENEFITS

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

EEO STATEMENT

The KCRHA is committed to a policy of Equal Employment Opportunity and will not discriminate against an applicant or employee based on 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 KCRHA will provide reasonable accommodations for qualified individuals with disabilities.

