

Chief Program Officer JOB POSTING

The Mission, Vision, and Values of Sacramento Steps Forward (SSF) is to end homelessness through leadership, convening partners, data-driven best practices, and improving system performance. Our vision is an equitable community where everyone has a safe place to call home. We believe in human-centered, community-inspired solutions, with a focus on equity, transparency, and continuous learning.

Reporting to the Deputy Chief Executive Officer, the Chief Program Officer is a member of the SSF leadership team responsible for maintaining and driving program results at Sacramento Steps Forward (SSF). The Chief Program Officer oversees the Core Services of Coordinated Access, CoC Governance and Grants and Risk Management. This includes oversight of programs and CoC related operations, CoC grants management, maintains key operational procedures, creates new processes, ensures daily operational excellence and monitors compliance requirements for all program funding sources.

SSF embraces technology to develop ongoing efficiencies. Currently, the office is a hybrid operation. This is a hybrid position and will require you to report to the office periodically.

Essential Duties and Responsibilities include the following:

Programs Leadership

- Leads program staff in daily implementation of the federal grant programs.
- Oversees programs, including the Sacramento Continuum of Care (CoC) Board and its committees.
- Ensures that all CoC meetings comply fully with the SSF policies and procedures.
- Serves as the primary liaison to the Sacramento CoC.
- Oversees the program and financial needs of a large portfolio of HUD grants and related sub-recipients compliance monitoring and reporting.
- Oversees the annual/biannual HUD NOFO competition; supports new projects in conjunction with CoC Governance.
- Builds and manages relationships with partners and outside agencies within Sacramento, the surrounding areas and nationwide.
- Oversees strategic and operational responsibility for all program areas with a deep knowledge of each project and program with a focus on program leadership and management, external relationships and knowledge management.
- Collaboratively contributes ideas and expertise to the planning efforts and the policy and program development activities of the SSF Executive Team.
- Monitors/tracks the status of each program through its program life cycle.
- Sends notification to Grant Awarding Agencies of significant events requiring changes in grant programs.
- Operates as the liaison between accounting, the CFO, and Awarding Agency on issues related to ensuring program compliance.
- Implements continuous improvement for program operations with an eye towards compliance.
- Identifies and performs regular training of personnel on programs, compliance, and ethics topics and SSF policies.
- Represents SSF through managing and working with program partners and community stakeholders on projects.

Reporting

- Oversees and executes a diverse range of proposals, progress reports and project updates.
- Oversees federal program mandatory reporting requirements and manages timely and accurate submissions.
- Advises the executive team and internal stakeholders of potential program risk areas.
- Collaborates with and supports leadership (e.g., Legal, Operations, Compliance, and Human Resources) on compliance matters for adherence with applicable laws, regulations, standards, guidelines, best practices, as well as SSF policies and standards detailed in the SSF Employee Handbook.
- Regular, predictable attendance is required.
- Ability to get along and work effectively with others.

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- Other duties may be assigned.

Education and/or Experience:

Bachelor's degree (B.A.) from four-year college or university with a preferred concentration in business, planning, public administration, housing administration, community development or a related field AND a minimum of five (5) years experience in progressive experience and responsibilities in homeless housing, community development and/or planning, CoC governance, HUD and/or federal grants programs and compliance. At least five (5) years progressive supervisory or management capacity.

Compensation and Benefits:

Compensation range \$142,800 – \$163,200/annually; Planned maximum is at the mid-range at hire, DOE. Full-time, exempt position with benefits; health, dental, and vision, 401k, accrued time off and paid holidays.

To Apply:

If you qualify, please submit your application, cover letter, and resume to <https://www.cpshr.us/recruitment/2379/>; once submitted we will be in contact with you. You will find the employment application [HERE](#). **Please note that your submittal will not be reviewed unless all required items are received, including the application, cover letter, and resume.**

The position will be open until filled. Please do not contact Sacramento Steps Forward directly. No phone calls or personal visits will be accommodated without an appointment. Staffing and recruiting agencies, please do not respond.

We strive for inclusivity, equity, and diversity by attracting extraordinary people from diverse backgrounds and lived experiences. We promote equal opportunity in the recruitment, selection, training, compensation, promotion, and benefits of all employees.

Sacramento Steps Forward is committed to the principles of being an equal opportunity employer. Sacramento Steps Forward organizational policies, practices, programs, activities and decisions regarding employment are not based on a person's race, color, sex, age, sexual orientation, gender identity, religion, national origin, disability, veteran status, parental status, housing status, or other protected status, in accordance with applicable law.

Sacramento Steps Forward is committed to the full inclusion of all qualified individuals. In keeping with our commitment, Sacramento Steps Forward will take the steps to assure that people with disabilities are provided reasonable accommodations. Accordingly, if reasonable accommodation is required to fully participate in the job application or interview process, to perform the essential functions of the position, and/or to receive all other benefits and privileges of employment, please contact jobs@sacstepsforward.org.