

INTERNAL POSTING - Senior Analyst (Analyst III) – CoC Governance - 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.

The Senior Analyst (Analyst III) – CoC Governance supports the CoC Board and Committee processes, infrastructure, and governance, ensuring compliance with HUD mandates, HEARTH Act requirements, and the CoC NOFO process. This role manages meetings, facilitates strategic alignment, and drives governance operations to meet community-wide goals and enhance the Homeless Response System (HRS). This position is in accordance with key responsibilities as outlined in the Analyst series.

SSF embraces technology to develop ongoing efficiencies. Currently the office is a hybrid operation. This position will be required to report to the office periodically. **This is an internal job posting and only SSF employees are welcome to apply at this time.**

Essential Duties and Responsibilities include the following:

- **Meeting Coordination and Documentation**
 - Administers CoC Board and Committee meeting infrastructure, including agendas, supporting materials and attendance tracking.
 - Finalizes and posts meeting minutes; manages action items and follow-up processes.
 - Updates meeting resources such as quorum visuals, calendar invites and post-meeting surveys.
 - Logs and resolves technical issues related to virtual meetings.

- **Governance and Administrative Oversight**
 - Updates and applies the CoC Governance Charter annually for the Board and Committees.
 - Develops and leverages Board and Committee Work Plans aligned with HRS plans and community standards.
 - Facilitates the Annual Meeting to establish local priorities and gather stakeholder feedback.
 - Tracks, monitors, and evaluates committee action items and meeting outcomes, ensuring transparency and accountability.

- **Strategic Planning and Implementation**
 - Oversees the CoC Strategic Plan, including setting measurable goals, objectives and KPIs.
 - Facilitates the integration of strategic goals into committee work plans.
 - Provides regular updates on plan implementation and progress through reports, presentations and public communications.
 - Evaluates plan impact, addresses barriers and proposes adjustments as needed.

- **Communications and Stakeholder Engagement**
 - Maintains open communication with the CoC Board, Committees, and community partners.
 - Manages membership processes, including attendance tracking and resolving participation concerns.
 - Hosts CoC Orientation sessions for new Board Members and annual priority-setting workshops.

- **Program Support and Operations**
 - Ensures alignment between CoC Board activities and SSF operational goals.
 - Manages compliance processes for high-level policies, including HMIS Privacy & Security and Data Quality Plans.
 - Supports departmental planning, hiring, onboarding and training activities.

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- Regular, predictable attendance is required.
- Ability to get along and work effectively with others.
- Other duties may be assigned.

Supervisory Responsibilities: Directly supervises employees in the CoC Governance department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Ideal candidates will possess the following knowledge, skills, abilities and experience:

- Must be able to exercise excellent independent judgement.
- Ability to prioritize required workload, which includes management of all CoC Boards and committees and direct administrative and coordination work.
- Strong verbal and written communication skills, ensuring that all correspondence is written in a professional manner.
- Strong work ethic and ability to work independently.
- Works well under pressure to meet multiple, competing deadlines.
- Demonstrates professional and cooperative behavior with colleagues and supervisors at all times.
- Ethical leadership capabilities and commitment to promoting a healthy team environment.

Other Qualifications:

- Experience working with Department of Housing and Urban Development (HUD) procedures and requirements.
- Knowledge and understanding of individuals experiencing homelessness and their associated needs.
- Experience working with a large diverse workforce of people with different cultures, backgrounds, and opinions.
- Nonprofit Management or Strategic Design and Management strongly preferred.
- At least 5 years of experience working in homeless services, with Department of Housing and Urban Development (HUD) funding streams, and/or an existing Continuum of Care preferred.

Education and/or Experience:

Bachelor's degree (B.A.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

Compensation and Benefits:

Compensation range \$29.58 - \$40.80; Planned maximum is at the mid-range at hire, DOE.

Full-time, non-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 jobs@sacstepsforward.org; 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 December 23, 2024. 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.

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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.