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## **Alachua County Coalition for the Homeless and Hungry, Inc.**

### **Executive Director**

Part-time, may become full-time depending on funding

Location: Alachua County Housing Authority, 703 NE 1<sup>st</sup> Street, Gainesville, FL 32601

Start Date: July 25, 2011

Salary Negotiable

Go to [www.acchh.org](http://www.acchh.org) for more information

### **Job Qualifications:**

Qualified candidates will have at least 3 years experience submitting successful federal grant applications and managing grant contracts. Experience working with community stakeholders preferred. Ability to complete reporting in a timely manner, facilitate meetings, and good communication skills a must. Computer skills required.

### **Job duties:**

- Complete annual federal and state grant applications including Continuum of Care and Challenge Grants. Research and apply for other relevant federal, state, and private grants.
- Manage all grants, including the preparation of necessary reports and documents (fiscal and programmatic), ensure HMIS compliance, and monitor and correspond with sub-recipients.
- Develop the local Continuum of Care Plan to establish strategies and measurable outcomes for meeting identified needs of homeless individuals and families.
- Coordinate annual Point-in-Time counts and surveys of people without housing in Alachua, Putnam, Levy, Gilchrist, and Bradford counties.
- Provide direct client case management for an average caseload of 25 homeless individuals and families.
- Engage in ongoing advocacy on behalf of the local homeless population including outreach initiatives to ensure homeless persons are aware of the services available to them through community agencies and organizations.
- Coordinate community education and planning activities, fund-raising events, and other relevant activities as they relate to homelessness, including the annual Breakfast on the Plaza.
- Act as a clearinghouse for all pertinent information on agencies and organizations involved in the issues of homelessness and hunger, and for the dissemination of statistical data and analyses related to the local homeless population.
- Attend and provide reports to monthly Coalition membership and board meetings, and participate in other Coalition workgroups including Hunger and Resource Development.



## Alachua County Coalition for the Homeless and Hungry

*...working **together** to end homelessness in our community...*

- Maintain inventory of all local resources for the local homeless population, including, but not limited to: food assistance; clothing; emergency shelter; low-cost housing; emergency medical care; counseling; employment and training opportunities.
- Ensure appropriate linkages, communication and networking among all local agencies and organizations serving the homeless.
- Coordinate inter-agency homeless activities and provide recommendations toward a unified approach to homeless problems.
- Manage the Coalition office effectively and efficiently, including maintaining office records, correspondence files, policies and procedures, physical assets, and ensuring that mail and phone calls are dealt with in a timely manner.

**Deadline for receiving applications is July 1, 2011 by 4 pm.**

Hard copy of resume and cover letter are preferred, and should be mailed to:

Max Tipping  
ACCHH Executive Director Search  
PO Box 5494  
Gainesville, FL 32627

**May also email application in PDF or Word format to [mtipping@acha-fl.com](mailto:mtipping@acha-fl.com)**