



Monarch Housing Associates Program Manager Job Description

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Monarch Housing Associates, a state wide non-profit consulting firm dedicated to developing permanent supportive housing for special needs populations and ending homelessness in New Jersey, is seeking a full time Program Manager to work with the Homeless Planning Team (HPT).

General Description:

Monarch Housing Associates works to end homelessness in New Jersey through sound planning and the creation of housing opportunities for all. To this end, HPT works with nineteen (19) of the twenty-one (21) counties throughout the state of New Jersey in their homeless planning efforts as they work to end homelessness in their communities. The HPT works on all aspects of homeless planning to ensure not only adequate funding for programs, but also the development of sound plans and assistance with innovative projects to end homelessness.

Duties and Responsibilities:

- Attend community meetings to facilitate the planning process and provide technical assistance services
- Prepare meeting materials to facilitate conversation on local needs and strategies to improve program implementation
- Evaluate local programs and provide recommendations for improvements
- Research best practices in the homeless housing & service arena and assist subgrantees in implementation
- Develop written policies and procedures for local programs to ensure best practice implementation
- Monitor all subgrantees programs for effectiveness
- Develop, write and/or contribute to grant applications to bring new funding to programs
- Coordinate with local non-profits, government agencies, and faith based organizations to ensure effective service coordination

Requirements

- Excellent writing and research skills
- High degree of organizational skills, including the ability to manage multiple priorities
- Demonstrated ability to work both independently and as an effective team member



- Excellent track record in demonstrating successful independent judgement
 - Experience working with HUD programs or other federal or state programs
 - Outstanding interpersonal skills
 - Experience working with diverse groups of stakeholders
 - Ability to follow clear directions and work under tight deadlines
 - Have an interest in homelessness and community planning issues
 - Comfortable with public speaking in small and large groups
 - Proficiency in Word, Excel and Adobe Acrobat, PowerPoint
 - Possess a reliable car and valid driver's license
 - Willingness to travel within New Jersey
 - Ability to work some off peak hours and/or flex hours when necessary
 - Applicants must be authorized to work for any employer in the U.S.
- We do not currently sponsor for immigration or work permit applications.

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Core Competencies

- Attention to Detail
- Commitment to Ending Homelessness
- Ability to meet communities where they are
- Patience
- Flexibility
- Strong Work Ethic

Job Schedule and location: Full-time hours, generally M-F, 9:00am-5:00pm. Must be willing to work occasional hours outside normal work hours. Must be able to come into the Monarch office in Cranford as needed. Occasional travel around the state of New Jersey is required.

Compensation: Around \$70,000, depending on experience. Full benefits package available, including fully paid Health, Dental and Vision insurance, 401K, 401K match, generous time off, and professional development opportunities.

Monarch is an Equal Opportunity/Affirmative Action Employer and is committed to diversity, equity, and inclusion in its workforce. We encourage candidates that will help us live out this commitment to apply.

Send cover letter and resume to:

Asish Patel, Monarch Housing Associates

E-Mail: apatel@Monarchhousing.org