

## **Job Description**

### **Western Massachusetts Network to End Homelessness**

### **Director of Regional Coordination**

The Director of Regional Coordination (DRC) is a contracted position within the Network and is compensated in accordance with the established Memorandum of Understanding (MOU) with the Network's Fiscal Sponsor, the United Way of Pioneer Valley (UWPV). The DRC reports to the Network Chair and provides ongoing support for the mission, values and stated purposes of the Network through ongoing leadership, management and monitoring of the activities of the Network.

#### **Qualifications**

##### **Project Management**

Demonstrated knowledge of the principles, methods or tools for developing, scheduling and managing projects and resources, including monitoring performance of costs, schedule, scope, quality, risks, and results; excellent communication skills.

##### **Sound Decision-Making**

Ability to make sound, well-informed and objective decisions; perceives the impact and implication of decisions; commits to action, even in uncertain situations, to accomplish organizational goals.

##### **Flexibility**

Maintains flexibility by being open to change and new information; adapts behavior or work methods in response to new information, changing conditions or unexpected obstacles; effectively deals with ambiguity.

##### **Leadership**

Influences, motivates and challenges others; adapts leadership and management styles to a variety of situations; able to inspire, motivate and guide others toward goal accomplishments

##### **Excellent Problem-Solving**

Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

## **Specific Job Responsibilities**

### **1. Communication & Advocacy**

- Work with the Leadership Council Chair and Vice Chair to educate and inform the Leadership Council and Network about initiatives that support the mission.
- Advocate locally and regionally for the Network; coordinate and/or integrate advocacy efforts with existing advocacy groups so as to enhance rather than duplicate efforts.
- Serve as a public speaker on behalf of the Network to promote the Network's mission; act as designated media/press contact.
- Maintain and regularly update the Network blog/website and the Network Directory.
- Assist with identifying funding opportunities for resources and services within the region (the DRC does not solicit funding for Network staff positions).

### **2. Collaboration**

- Coordinate Network applications for funding; work with the Network Steering Committee to implement a plan for the distribution of funding with the region.
- Assist in the creation and implementation of Network strategies to build collaboration, including the standardized use of evidence-based practices.
- Attend and/or facilitate meetings on behalf of the Network as requested by the Leadership Chair and within the course of promoting the Network mission.

### **3. Coordination**

- Facilitate and coordinate Network-level committee meetings.
- Participate and engage each committee in support of its stated purpose.
- Work with Committee Chairs to create meeting agendas.
- Work with Committee Chairs to ensure that geographic and diverse representation is present on the committee.
- Record and distribute meeting minutes.
- Provide updates on committee progress and communicate pertinent information among the committees at Steering Committee and the Leadership Council meetings.

### **4. Project Management & Administration**

- Serve as liaison to the Network's fiscal sponsor.
- Work with the fiscal sponsor and/or the Network Management Team to update the Steering Committee and other stakeholders on budget issues.
- Oversee contract expenditures and deliverables as needed.
- Monitor performance of the Network and its providers as needed.