



CHIEF HOUSING OFFICER (CHO)

Job Description Form

Division/Department	Center for Self Sufficiency and Housing Assistance		
Location	2010 Bridge Blvd. SE, Alb., NM 87105		
Reports to	Natasha Gacinski	Title	Chief Executive Officer (CEO)

Level/Grade	Type of position:	Hours: 40 / week
10	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt

SUMMARY

Responsible for program management and development of comprehensive services to individuals including direct supervision of professional staff, grant writing and reporting, budgeting, contract compliance, community relations and program development.

RESPONSIBILITIES

- Provides direct supervision to staff, interns and volunteers, including training, development, monitoring and evaluation.
- Ensures that program goals are met, including compliance with multiple contracts, grants and funding sources.
- Manages Continuum of Care (CoC) Competitions for department as well as other annual renewal processes for housing project grants, ensuring ongoing funding and program stability.
- Coordinates grant applications, prepares project narratives, and analyzes performance metrics.
- Navigates compliance standards, manages timelines and forecasts spenddowns.
- Leverages data-driven insights to optimize grant submissions and secure essential funding for housing programs.
- Oversees the review and preparation of all housing client files to ensure accuracy, eligibility, and compliance with program standards. This responsibility includes meticulously verifying client documentation, assessing eligibility criteria and confirming that all necessary content aligns with funding and regulatory requirements.
- Prepares files for internal and external monitoring, as well as audits, by maintaining organized, complete, and up-to-date records. Works closely with case managers to provide training and support on documentation standards and assists in implementing corrective actions when discrepancies are identified, ensuring audit readiness and program integrity.
- Compiles appropriate data on a regular basis and prepares required reports to comply with multiple contract/funding requirements.
- Prepares and oversees departmental budgets and monitors financial reports.
- Develops the program, researches and writes proposals to maintain or expand program-funding level.
- Coordinates outreach and public relations activities for the program.
- Develops community collaborations to support comprehensive services to individuals
- Implements and enforces agency policies and procedures.
- Attends staff, management, Executive Team and Board of Director meetings.
- Responds appropriately to the cultural differences present among the agency’s service population.
- Incorporate and demonstrate the mission, vision, work, core values and activities of Catholic Charities in a positive manner with all staff, clients and the general public at all times.
- Follows the CCUSA Code of Ethics.

Note: Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.

Physical Demands: Generally sedentary in nature, but may require standing and walking, and the ability to intermittently kneel, stoop, bend at the waist, twist at the waist and reach, or sit for long periods of time. Manual dexterity of hands and fingers to include repetitive keyboarding, grasping, and reaching to operate a computer keyboard, mouse and/or standard office equipment. Ability to lift up to 20 lbs. on occasion (boxes, paper, office supplies, etc.)

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WORK EXPERIENCE REQUIREMENTS			
<ul style="list-style-type: none"> - Minimum of 4 years' experience working in a related field with homeless populations, housing program development. - Minimum of 4 years' direct experience in a non-profit agency or similar entity including budget management, development and implementation. - Minimum of 4 years supervisory experience. - Minimum of 3 years' experience in federal grant management. - Advance level proficiency in Microsoft Office Suites and database experience. - Strong management, administrative, organizational, interpersonal, verbal communication, and writing and presentation skills. - Must have proven and strong leadership skills. - Excellent verbal and written communication skills. - Valid NM driver's license and a clean record. 			
EDUCATION REQUIREMENTS			
<ul style="list-style-type: none"> - Bachelor's degree in relevant field with a minimum of four years of progressively responsible management roles, preferably in the area of housing. - Bilingual in English/Spanish preferred. 			

Employee's Signature: _____ **Date** _____

THIS SECTION IS COMPLETED BY HUMAN RESOURCE

REVIEWED BY	<i>Title</i>
APPROVED BY	<i>Title</i>
DATE POSTED	
DATE HIRED	