



Job Title: Non-Profit Manager

Department: SEACH

Reports To: Chief Executive Officer

Salary Range: \$50-\$55K

Effective: September 2025

Position Summary: This position will direct, monitor, and oversee the day-to-day administration of Homeless Programs and AL-508 Continuum of Care (CoC), including grant/regulatory compliance, records management, reporting, staff supervision and training, and grant writing.

Major Responsibilities

1. Manage the Continuum of Care (CoC) and homelessness initiatives through strategic planning, implementing the plan to end homelessness in the Wiregrass, and submitting grant applications.
2. Coordinate meetings of the AL-508 CoC with board/committee leadership, and provide administrative support, including developing agendas and compiling meeting minutes.
3. Participate in educational events such as webinars, trainings, and conferences, to enhance understanding of homelessness initiatives.
4. Collaborate with HUD Technical Assistants and other providers to develop the Continuum of Care, implement Coordinated Entry, and ensure compliance with HUD requirements.
5. Ensure timely and accurate completion of CoC Program applications and various funding proposals, adhering to HUD-defined requirements and encompassing a range of private, local, state, and federal funding opportunities.
6. Manage the annual local competition for HUD CoC project funding, including the coordination of the ranking and review committee.
7. Coordinate the creation or revision of annual grant contracts for sub-recipients to ensure compliance with HUD and local requirements.
8. Oversee monitoring and performance reports for CoC-funded programs.
9. Conduct financial reviews of all reimbursement requests from sub-recipients to ensure all requirements, contract terms, and conditions have been met.
10. Prepare and recommend project and program budgets to the CFO and participate in the preparation of budgets that support homeless services.
11. Research and identify mission-aligned funding opportunities from various sources, including government agencies, foundations, and private donors.
12. Oversee all aspects of grants management, including timely reporting and compliance as required by grant award documentation.
13. Work with One Roof to manage the HUD HDX eHIC, PIT, and AHAR reporting requirements for the CoC and other HUD reporting requirements from the HMIS system.
14. Implement and assess the HMIS system across five counties, enabling improved communication and data reporting for individual agencies and the Continuum of Care while ensuring compliance with HUD data quality standards.
15. Network with peers in other community service agencies to share ideas and resources, develop effective programs, solve common problems, and maintain a professional network of referral resources.



16. Maintain communications with CoC members regarding events, resources, and policies; manage and coordinate CoC correspondence.
17. Oversee the annual Point in Time Count, Housing Inventory Count, and Homeless Connect Events.
18. Maintain CoC Governance Charter and CoC policies in collaboration with membership; amend as needed.
19. Plan, direct, and supervise the work of staff engaged in the day-to-day activities of homeless programs; train employees regarding program policies, procedures, methods, and techniques; evaluate employee performance.

Required Knowledge, Skills, & Abilities (KSAs)

1. Ability to manage, coordinate, implement, and monitor programs and projects.
2. Knowledge and ability to use standard computer applications (i.e., Microsoft Office Suite).
3. Ability to engage in extensive problem-solving and work under tight deadlines.
4. Ability to organize and maintain accurate records for audit purposes.
5. Ability to exercise independent judgment, using analysis, experience, and perspective in solving problems or communicating decisions or actions.
6. Values diversity, equity, and inclusion with an understanding of multicultural and cultural competencies; ability to work effectively and positively with individuals of diverse cultural and socioeconomic backgrounds.
7. A collaborative team member who is also a strong leader with well-developed organizational and time management skills; ability to develop effective working relationships; works cooperatively, exchanges ideas, and constructively addresses issues.
8. Knowledge of public health, social welfare, and healthcare trends that impact homelessness.
9. Ability to interpret and apply complex federal, state, and local policies, laws, rules, and regulations about homeless program funding and operations.
10. Ability to communicate effectively both orally and in writing, and prepare clear and concise reports, correspondence, policies, procedures, and other written materials.

Required Education/ Experience:

- Master's degree in business or public administration, management, public policy, social work, or behavioral science, or related field, and a minimum of one (1) year of supervisory experience working for a social service organization or public housing authority.
- Bachelor's degree in business or public administration, management, public policy, social work, or behavioral science, or related field, and a minimum of two (2) years of supervisory experience working for a social service organization or public housing authority.
- Extensive knowledge of HUD Continuum of Care programs and regulations is preferred.
- Grant management experience preferred.
- HMIS experience is preferred.

Supervision:

- This position includes the direct supervision of homeless program staff.



Physical Requirements:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to stand, sit, walk, use hands and arms, and talk or hear. The employee must occasionally lift and/or move up to 25 pounds.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all essential functions, marginal functions, responsibilities, duties, and skills required of personnel so classified in this position.