



**REQUEST FOR PROPOSALS  
FOR  
Michigan Balance of State Continuum of Care  
Programs Director  
CONTRACTED POSITION**

**Hours:** Estimated average of 40 hours per week While most work will take place during regular hours, this position is also ideal for candidates interested in working outside of typical working hours.

**Compensation:** \$100,000 for a one year contract

**Location:** Remote

**Reports To:** Continuum of Care Executive Director and Executive Committee

**About Michigan Balance of State Continuum of Care (MIBOSCOC):**

The Michigan Balance of State Continuum of Care (MIBOSCOC) represents 61 of Michigan's 83 counties to the US Department of Housing and Urban Development as a recognized Continuum of Care (CoC) body. These are 61 of the most rural counties across the State of Michigan, stretching from the western mountains of the Upper Peninsula, across the Thumb, and to the Indiana border. Additionally, the MIBOSCOC partners with sovereign Tribal Nations to join efforts in ending homelessness for Tribal citizens on Tribal lands. Our goal is to work together to end homelessness by sharing community driven goals and combining efforts to secure additional housing resources.

The MIBOSCOC is a system that conducts most of its work through committees and Local Planning Bodies that are organized around improving system performance around a goal, special population groups (youth), geographic areas (Local Planning Bodies). Each of these committees strengthens the work of the whole, with the goal of making homelessness rare, brief, and one time.

**Overview of Position:**

The COC Programs Director is responsible for ensuring Best Practices are upheld in all BOS homelessness programs and Local Planning Bodies (LPBs). This work is done by monitoring access to the homelessness response system: Access, Shelter, Housing Advocacy/Street Outreach, Rapid-Rehousing, Transitional Housing/Rapid Rehousing and Permanent Supportive Housing programs, and evaluating how those relate to the work of the LPBs within BOS, coordinating support and technical assistance when needed.

- Monitor all homelessness programs in COC (including new programs that may not be specified)
- Work with Executive Director to ensure Best Practices and funder expectations
- Work with state partners on ESG and CoC HUD funded projects to coordinate performance measurements, monitoring, training, and accountability throughout programs.
- Complete quarterly program review and assessment

- Use both quantitative and qualitative data to assess program performance
- Work with the HMIS Liaison on performance measurements
- Identify areas of needed support for agencies providing programs
- Coordinate and provide training and technical assistance for both overall and specific needs, working with appropriate CoC staff and contractors to ensure these resources are accessible on the training site.
- Work with Executive Director to develop accountability plan for all HUD grantees and sub-grantees to interface with annual HUD CoC application scoring
- Manage/coordinate Core and Program- Specific training on training site

### **Education/Training/Experience**

Preference will be given to proposals from those with a Bachelor's degree in Public Administration, Social Work, Public Policy, or Sociology and those with direct experience working with homelessness services within the MIBOSCOC.

People with lived experience of homelessness and working with social services are encouraged to apply.

### **Essential Abilities:**

- Demonstrate a commitment to working with the CoC, its Executive Director, agencies providing homelessness services within the CoC, and state partners.
- Maintain a high level of ethical standards
- Interact positively with CoC and system partners in a non-judgmental, tactful, and courteous manner.
- Be a self-motivated, systems thinker, with sound conflict management and leadership abilities.
- Work across multiple sectors to create social change.
- Achieve high performance goals and meet deadlines in a fast-paced environment.

### **Minimum Skills Required:**

- Strong organizational skills that reflect ability to perform and prioritize multiple tasks with excellent attention to detail.
- Experience facilitating, leading and participating in collaborative groups or teams.
- Very strong interpersonal skills and the ability to build relationships across varying organizations working with youth demographics and their communities.
- Ease with use of Microsoft Office applications, Google platforms, social media, and on-line web conferencing applications.
- Forward focused thinker, who actively seeks opportunities and proposes solutions and isn't afraid to look outside of the box.

**Note: This is a grant funded one-year position at this time.** MIBOSCOC **does** expect to have the funding to continue with this contracted position after the first year, but there is no guarantee. It is, however, expected that this position will be on-going.

The MIBOSCOC is not a 501(c)3 organization and cannot hire staff as employees, therefore, contractors are expected to manage payment of taxes, secure general liability insurance, and secure their own health insurance.

**Proposal Submission**

- To submit your Proposal, please submit a cover letter that describes your essential abilities and skills along with your resume/CV to: [secretary@miboscoc.com](mailto:secretary@miboscoc.com) by midnight **November 15, 2024**.