



Job Announcement

Program Analyst

(Full-time, Exempt, \$110,000-120,000)

Our Mission

All Home is a Bay Area organization that advances regional solutions to disrupt the cycle of poverty and homelessness, redress racial disparities in outcomes, and create more opportunity for economic mobility for extremely low-income (ELI) individuals and families. All Home works across counties, sectors, and silos to advance coordinated, innovative solutions and to build a movement to challenge the status quo that perpetuates homelessness.

Our Values

- Be courageous in action and brave in speaking the truth
- Work hard, work with joy and deliver results
- Operate with humility
- Strive for impact through collaboration and partnership
- Fight for equity and social justice
- Be transparent with our words and actions
- Honor the wisdom of lived experiences

Job Summary

The Program Analyst will provide analytical and operational support for two of All Home's core initiatives: the Regional Action Plan (RAP), which sets out a goal to reduce unsheltered homelessness in the Bay Area by 75% in three years; and the Platform for Change, which will include solutions to disrupt the root causes of homelessness and poverty in the region. Initial work will focus on RAP implementation, working directly with counties and cities to identify housing and homelessness prevention needs and advise on resource alignment. As progress and capacity permit, the analyst will also support the Platform for Change and assist in analyzing and developing systemic prevention programs that promote employment, economic security, and social mobility for vulnerable populations.

The ideal candidate will have experience with housing or social service programs and data analysis, and they will also possess excellent communication, project management, problem-solving, and interpersonal skills.

Key Responsibilities

Responsibilities will be diverse, complex, and will evolve over time. On any given day, the analyst may:

- Analyze housing and homelessness prevention needs in Bay Area counties, conduct gap analyses to compare jurisdictional housing plans to the RAP, and strategize funding opportunities based on existing resource realignment and outside funding opportunities from federal, state, and local governments and private philanthropy.
- Collaborate with government partners to identify and collect performance measures, workload measures, financial metrics, and other data points required to model and evaluate the programmatic and financial needs for each jurisdiction to meet RAP goals.
- Facilitate workshops and discussions with county and city staff and community-based organizations to assist in operational and financial planning to meet RAP goals, including the preparation of memos, reports, and other educational materials to inform and persuade public officials and community leaders.
- Assist in developing program policies and operating parameters for expanding or implementing homelessness prevention programs as a part of our Platform for Change and long term goal to disrupt systemic inequalities that lead to homelessness.
- Perform other job-related duties as assigned or needed

Qualifications

- Bachelor's degree in housing, city/regional planning, financial management, economics, business or public administration or a relevant field; alternately, an Associate's degree plus one additional year of relevant work experience, or two additional years of relevant work experience, can be substituted for a Bachelor's degree
- Minimum 3 years relevant experience performing analytical or administrative work in the public or nonprofit sectors, preferably in housing or social services
- Experience taking ownership over data analytics, including: identifying data needs; cleaning, sorting, and analyzing data sets; preparing and delivering observations and recommendations developed through a problem-solving and results-oriented mindset; data visualization experience a plus
- Demonstrable knowledge of at least a few of the following subject matters:
 - HUD and other federal and state funding sources and regulations
 - Federal, state and local safety net programs and entitlement programs
 - Current State of California programs and departments related to housing and homelessness and issues affecting people with extremely low incomes
 - Funding and political environment of the Bay Area
 - Current and developing policy in the homelessness and housing sector
 - Public policy analysis and development principles
 - Local government budgeting processes and housing finance practices
- Excellent verbal and written communication skills, with the poise and confidence to communicate with a wide audience including public officials, community leaders, and the general public
- Strong project management, time management, planning, and prioritization skills
- Ability to work in agile environments with consistently shifting priorities and goals
- Ability to work in a diverse environment with a racial equity focus

- Fluency with MS Office suite (particularly Excel and PowerPoint), Google Workspace (Gmail, Calendar, Docs/Sheets), Zoom, Slack, and other communications channels for remote work

Reporting + Organizational Relationships

This position will report directly to All Home's Director of Regional Implementation.

All Home is an independent project operating under the fiscal sponsorship of Tides Center and its 501(c)(3) status. All Home staff are all officially employees of the Tides Center.

Compensation & Classification

All Home is committed to paying competitive wages. Salary range is \$110,000-\$120,000, starting at mid-point if minimum years of experience are met. Through our fiscal sponsorship with the Tides Center, we have a competitive benefits package with health, dental, vision, and life insurances, matching funds for retirement, and more. This is a full-time exempt position.

How to Apply

Please submit a resume and cover letter to ProgramAnalystJob@allhomeca.org. Your cover letter should express your interest in working at All Home and your qualifications for the role; we encourage you to list your LinkedIn profile on your application. **Priority will be given to applications received by May 2.** Position is open until filled.

Hybrid Work Environment

All Home is committed to our staff's safety and to facilitating connection and community with each other. Since March 2020, we have been working from home with occasional in-person meetings. Starting January 2022, and subject to continuing evolution based on relevant health orders, we have a hybrid workplace with a combination of remote and in-person work. We have mandatory in-person all-staff gatherings each quarter. Staff will also be expected to attend other in-person meetings as needed. Employees can also use our limited office space on an occasional basis.

COVID Vaccine Requirement

All Home employees are required to confidentially show proof of COVID-19 vaccination as a condition of employment, unless they seek and receive an accommodation due to a medical condition or sincerely held religious belief or practice.

Driving and Local or Domestic Travel

The employee will have to travel regularly to our downtown SF office, to meet with partners throughout the region, and occasionally to conferences or events held in other regions of the U.S. Decisions on travel will be based on what's possible and prudent given the evolution of relevant health orders.

Physical Demands

Physical demands include continual sitting, typing, and repetitive computer use for up to 8 hours a day. The position also requires frequent communication with others, including hearing and speaking clearly with individuals and groups, in person and via phone and video calls. These demands are representative of those that must be met to successfully perform the job's essential functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Equal Employment Opportunity

All Home is fiscally sponsored by Tides Center, an equal opportunity employer. We strongly encourage applications from women, people of color, and bilingual and bicultural individuals, as well as members of the lesbian, gay, bisexual, and transgender communities. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, or medical condition including acquired immune deficiency syndrome (AIDS) and AIDS-related conditions. We encourage and will consider for employment qualified applicants with arrest and conviction records.

Applicants with Disabilities

Reasonable accommodation will be made so that qualified applicants who are disabled may participate in the application process. If you seek an accommodation, please advise in writing at the time you apply.