



Job Announcement

Project Manager, Economic Mobility (Full-time, Exempt, \$110,000 - \$125,000)

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 individuals and families with extremely low incomes. 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 Economic Mobility Project Manager will be responsible for the management of all operations and processes related to All Home's economic mobility projects. This includes tracking, ensuring progress to goals, developing agendas, coordinating meetings and managing stakeholder relationships.

Chief among All Home's economic mobility projects is management of the Bay Area High Road Transition Collaborative (BA-HRTC). All Home was selected by the State to serve as Convener for a 51-organization coalition charged with developing a region-wide economic development plan that moves the Bay Area toward a carbon-neutral economy, while also creating high-road jobs that are prioritized for the region's disinvested communities. Funding for the project comes from the State's Community Economic Resilience Fund (CERF). Other economic mobility projects include the creation of a workforce development system that works for those who are unsheltered or at the risk of becoming so, and a system that connects families and individuals seeking rental assistance with employment services.

The ideal candidate will have exceptional organizational and communication skills, comfort working with multiple stakeholders at varying levels of seniority, and ability to manage multiple responsibilities simultaneously.

Key Responsibilities

- Actively manage projects, working closely with the Chief Officer of Economic Mobility and various stakeholders, tracking deliverables, managing deadlines, setting agendas and monitoring timelines
- Coordinate with relevant stakeholders to ensure timely and smooth delivery against all project milestones
- Monitor and communicate progress toward goals, identify potential risks/discrepancies against project plan and effectively resolve identified issues
- Collaborate with necessary All Home teams, such as the Regional Impact Council and Communications teams, to ensure that economic mobility work is moving us toward All Home's organizational goals
- Work with administrative staff for scheduling and meeting support, including the preparation of any required materials pre- and post-meeting
- Identify opportunities to improve processes, operations and stakeholder engagement, particularly as it relates to the BA-HRTC
- Perform other job-related duties as assigned or needed

Qualifications

- Minimum 3 years relevant experience in project management
- Advanced planning and organizational skills, with the ability to manage stakeholders across government, private and non-profit sectors
- Strong project management, time management and prioritization skills
- Facility with project management tools
- Familiarity with and experience in workforce development preferred
- Ability to work in a diverse environment with a racial equity focus
- Excellent communication, interpersonal, and problem-solving skills
- Fluency with MS Office suite (particularly Excel and PowerPoint), Google Workspace, Zoom, Slack, and other communications channels for remote work

Reporting + Organizational Relationships

This position will report directly to All Home's Chief Officer of Economic Mobility.

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 \$110,000-125,000, 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 EconMobProjMgr@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 March 6, 2023.** Position is open until filled.

Hybrid Work Environment

All Home is committed to staff's safety and to facilitating community with each other. Since 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 must confidentially show proof of up-to-date 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.

Posted February 14, 2023

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.