



Veteran Initiatives Manager

The Arizona Housing Coalition is a statewide organization with a mission to be the leader in efforts to end homelessness through advocating for safe, affordable homes of all Arizonans. The Arizona Coalition seeks a motivated full-time Veterans Initiatives Manager to work under the supervision of the Executive Director. The position's primary responsibilities will be overseeing the Arizona Veteran StandDown Alliance (AVSA) – a network of homeless veteran outreach events, coordinating the Maricopa StandDown event, and the implementation of the Arizona Department of Veterans Services (AZDVS) Action Plan to End Veteran Homelessness in Arizona.

Essential duties:

Arizona Veteran StandDown Alliance

- Provide staffing support, technical assistance, guidance, and connections necessary to regularly hold StandDown outreach events throughout the state of Arizona. AVSA provides funding and technical assistance to communities hosting these events. This position will be the liaison between each community and the AVSA. This position will assure that each community has the tools and resources necessary to host the event, including assisting with relationship and resource development and problem solving when obstacles come up. This position will provide on-site support, as needed. Statewide, overnight, and weekend travel is required.
- Manage the database and technology tools necessary to assure accurate demographic data is secured for homeless and at-risk veterans experiencing homelessness throughout the state. This includes social media and e-mail communication promotion.
- Use the data from the StandDown events to complete needs and gap assessments and develop procedure and policy recommendations to assist communities and the veterans in need.
- Assist the AVSA leadership in resource development through grant and donation requests. This includes community presentations on the AVSA to potential government and community investors.

Maricopa County StandDown

- Coordinate and host the 3-day Maricopa County StandDown annual event.
- Coordinate the executive committee stakeholders of service provision key to implement the event. Staff the planning meetings, including agendas, budgets, reports, securing location, and meeting notifications.
- Supervise the Maricopa County fundraising consultants, managing their fundraising presentation and activities that financially support the Maricopa County StandDown.
- Coordinate volunteers for volunteer service for our obligation with the state fair for the StandDown location usage. Assure volunteer coverage and commitment, including volunteer recruitment.
- Assist the Maricopa County StandDown leadership in resource and relationship development through grant and donation requests. This includes community presentations on the AVSA to potential government and community investors.



- Serve as main point of contact for the StandDown event, including media relations and event promotion.

Balance of State (BOS) Veteran Workgroup

- Attend BOS Veteran Workgroup meetings at ADOH
- Engage veteran providers in the BOS via StandDown and veteran provider contacts to participate in the workgroup
- Ensure implementation of coordinated entry into the Homeless Management Information System (HMIS) utilization at all AVSA-funded BOS StandDown events

Maricopa County Veteran Homelessness Workgroups

- Attend the Maricopa County ending veteran homelessness subcommittee workgroup hosted by the Maricopa Continuum of Care
- Participate in the Built for Zero initiative for the Phoenix/Maricopa County cohort
- Facilitate meetings for this workgroup as needed

Coordination and Implementation of the AZDVS Statewide Plan to End Veteran Homelessness

- Act as the administrative agent in the implementation of the plan across the state
- Determine gaps in services across the state and work with local, state and federal stakeholders to remove barriers
- Monthly report to Colonel Wright and applicable AZDVS staff detailing statewide work being performed by AZHC on the plan, including updated data related to the Veteran By-Name-List

Flex Funds

- Oversee the administration of flex funds AZHC receives from external organizations
- Seek out new flex funding resources to fill existing gaps in funding in veteran services across the state.

New Initiatives

- Convene Coalition member agencies and stakeholders when a new project, idea, or workgroup is needed, provided it's an appropriate role for the Coalition to lead which supports our mission and the shared mission of our member agencies in ending homelessness.
- Continue to monitor emerging innovations in ending homelessness and accessing affordable housing and when appropriate, position a seat at the community table to represent the Coalition and support our member agencies. Continued involvement in Built for Zero. Represent the Coalition/StandDown at veteran-specific national organization learning opportunities/convening.



Minimum Qualifications:

- Honorably discharged veteran of the US Military
- A bachelor's degree (masters preferred) and at least four years of experience in grassroots organizing, campaign management, fundraising, special events planning and overseeing. Experience with the veteran community. Experience with low-income, special needs, and vulnerable populations.
- Excellent organizational and interpersonal skills as well as creativity and resourcefulness
- Strong technical, administrative and operations skills
- Proven networking and relationship building ability
- Persuasive writing, strong verbal communication and the ability to interact at the executive level and represent the organization's mission effectively to diverse constituents and the public
- Adept in the use of social media to share agency's mission
- Ability to accommodate a flexible schedule dependent on advanced planned activities.
- Experience with volunteer management
- Ability to work well independently and as an integral part of a small team in a fast-paced environment
- Proficiency Microsoft Office software (Word, Excel, PowerPoint, Outlook), Adobe InDesign, Google Apps, Quickbase, and most customer relationship management software.
- Strong organizational skills and the ability to be detail oriented
- Demonstrated ability to work in high pressure, limited resource work environment

Salary range is \$48,000 - \$53,000

AZHC is committed to attracting, developing, retaining, and promoting a diverse workforce, and infusing diversity, equity and inclusion throughout our internal and external practices. We encourage people from underrepresented backgrounds and all walks of life to apply. Though our central office is located in Phoenix, we serve all of Arizona, and this position is open to residents throughout the state.

Send resume and cover letter to info@azhousingcoalition.org. You may also mail your resume and cover letter to:

AZHC, 1495 E Osborn Rd, Phoenix, AZ 85014