Directing Analyst or Attorney (Team Lead)

Description

Homebase is recruiting an experienced Team Lead to guide our hands-on work supporting communities nationally to design and implement solutions to homelessness.

Past management experience is required for this role, and prior work or lived experience related to housing and homelessness, technical assistance/consulting, or an adjacent field is a significant plus.

Compensation for this position starts at $105,000 – 120,000+, with exceptions for extensive experience. In addition to a competitive salary, we offer comprehensive benefits, including a 403(b) match, health insurance, and generous PTO.

This position has the option to be remote. For those candidates located in the San Francisco Bay Area, the Homebase’s main office is based in downtown San Francisco, though most staff are currently working remotely due to the COVID-19 pandemic.

About the Position

Homebase Team Leads oversee a portfolio of diverse projects and provide robust supervision and professional development support to our team of passionate and experienced policy analysts, attorneys, and homelessness technical assistance specialists. This is a dynamic position with room to grow at a flexible, fun, and supportive organization, working closely with a diverse team of internal and external partners to increase and effectively deploy resources, provide technical assistance, and support communities to implement evidence-based strategies to end the crisis of homelessness.

To develop transformative solutions to homelessness, Homebase believes in centering the individuals and communities most impacted by its structural causes — including people of color, people with lived experience of poverty, people with disabilities, and those who identify as LGBTQ+ and GNC. We strongly encourage applications from people with these identities or who are members of other historically marginalized communities.

We encourage you to apply, even if you are not sure you meet all of the qualifications. You may have knowledge and experiences not specifically listed here that would support our mission, and we would love to see your application!

About Homebase

Homebase is a national nonprofit dedicated to the social problem of homelessness. Our mission is to end homelessness, prevent its recurrence, and decrease its effect on communities. We work at the local, state, and national levels to support communities in designing systems and implementing responses to homelessness while fostering collaboration and collective impact in addressing its political and economic causes.
Our work requires acknowledging and addressing the fact that people of color, especially Black and Indigenous people, experience homelessness at dramatically disproportionate rates. Recognizing that this is a result of systemic, intersectional inequities, we believe it is crucial as an organization to promote racial equity and anti-racism throughout our work. We are committed to ensuring equal opportunity and a workplace environment that is diverse, equitable, inclusive, and fosters a sense of belonging for all our team.

**Responsibilities**

**Management and Supervision**

- Following a 3 – 6-month onboarding/ramp up process, provide thought leadership, supervision and support to 3 – 8 Homebase direct reports; project and client management; and oversight of the team’s diverse array of projects and contracts.

- Develop project and annual work plans, manage overall workflow, staffing needs, and delegation of assignments to ensure equity of work distribution, work-life balance for all teammates, that staff are able to work on projects in line with their preferences whenever possible, and to ensure high-quality, impactful delivery for the communities Homebase serves.

- Provide supervision, coaching, and one-on-one professional development to an amazing, diverse staff team, including regular feedback, annual goal-setting and performance review processes; weekly or bi-weekly check in meetings; and individualized coaching to help staff meet their goals in line with Homebase’s core competencies.

- Participate in strategic leadership across the organization, including team lead meetings and cross-team initiatives to cultivate staff engagement and team culture, deepen collaboration and sharing across teams, foster passion and a sense of connection to the work, and advance authentic and holistic inclusion and belonging for all staff.

- Work with diverse clients, funders, and the Homebase grants and contracts team to identify strategic opportunities for impact; develop proposals and actionable scopes of work; stay apprised of local, state, and national developments and opportunities; and manage project implementation and contract lifecycles.

**Project Implementation and Community Capacity Building**

- Cultivate impactful partnerships with diverse community stakeholders and Homebase clients, and conceptualize, plan, and facilitate dynamic strategic planning processes, capacity building, data analyses, local initiatives, and convenings across systems and programs to identify and scale best and promising strategies.

- Lead creation of high-quality written, visual, and data-informed tools for local and national audiences. Examples include training curricula, research reports, one-pagers, conference presentations, grant proposals and RFP responses, toolkits, and other training and resource materials.

- Train key stakeholders – including housing and homeless response staff and leadership,
and other adjacent system partners – about best practices, program models, and regulations to educate and inform local decision-making processes that advance equity and impact.

- Work with our collaborative team of homeless and supportive housing experts to provide thought leadership, strategic vision, opportunity-spotting, and problem-solving for a dynamic array of internal and external initiatives to drive impact in ending homelessness.

**Qualifications**

Successful candidates ideally possess:

- At least 2 - 5+ years’ experience providing supervision and management oversight to staff teams.
- Able to foster a warm and supportive team-based environment committed to organizational values of diversity, equity, inclusion, and belonging, and embracing anti-racism.
- Excellent communication skills (oral and written), including public speaking and facilitation experience, strong analytical capabilities, and enthusiasm for breaking down and explaining complex ideas to a variety of audiences.
- Attention to detail and strong problem-solving, decision-making and judgment skills.
- Ability to develop and advance strategic priorities and manage a dynamic array of multiple ongoing projects with strict deadlines.

Homebase prefers candidates with:

- Demonstrated commitment to the public interest and passion for addressing homelessness and poverty.
- Experience leading programs, planning, and initiatives to support persons impacted by housing instability, or working with state and local governmental agencies, healthcare, behavioral health, or criminal legal systems and programs.
- Experience developing anti-racist programs and systems and conducting community planning processes reflecting core principles of equity and inclusion.
- Special consideration will be given to applicants with lived experience of housing instability, homelessness, and/or exposure to the criminal legal system.

**To Apply**

Please email cover letter, resume, and at least three references to jobs@homebaseccc.org. Positions open until filled.