



## Deputy Director

### Organizational Overview

For over 25 years, the Coalition for Homelessness Intervention and Prevention (CHIP) has inspired a coordinated, community-wide effort to make homelessness rare, brief, and nonrecurring in Indianapolis. With a firm belief in housing as a human right and a commitment to fostering a more accessible, inclusive, and equitable homeless response system, CHIP supports a collective impact approach to addressing homelessness through the following:

- Uniting the Indianapolis community around a shared vision for change.
- Developing and operating a shared data management system to better understand homelessness, measure progress, and improve outcomes.
- Mobilizing diverse stakeholders and community partners to work in a more coordinated, collaborative way to expand and scale housing and services for people experiencing homelessness.
- Supporting open, transparent, and continuous communication to increase awareness about homelessness, create buy-in to solutions, and foster greater trust among partners and key stakeholders.
- Advocating for policy change and funding alignment to support solutions to homelessness.
- Serving as the backbone agency for the Indianapolis Continuum of Care (CoC) with dedicated staff to project manage key priorities and strategies in the Community Plan to End Homelessness.

To accomplish this, CHIP defines success through our mission to:

*Mobilize, advocate, and empower community collaboration toward ending homelessness and to foster an effective system of homelessness prevention and intervention in the greater Indianapolis area.*

CHIP is an Indianapolis-based 501 (c)3 non-profit organization that serves as the planning and data lead for the network of agencies providing direct service to individuals and families experiencing homelessness. CHIP is not a direct service agency but is rather considered a backbone and/or intermediary agency supporting a collective impact approach to making homelessness in Indianapolis rare, brief, and nonrecurring.

### Position Summary

The Deputy Director role is a new leadership role within the organization. The Deputy Director is responsible for the day-to-day oversight and management of CHIP operations. The Deputy Director will work closely with the Executive Director to ensure organizational goals, programs, communications, and funding align with CHIP's mission. The Deputy Director will cultivate a collaborative and inclusive organizational culture that advances learning, growth, and impact.



### *Essential Functions and Responsibilities*

The Deputy Director is responsible for providing leadership support, oversight, and management in the following areas:

#### Legal

- Compliance with all federal and state regulations and requirements governing nonprofits.
- Contract and vendor management (IT, accounting, consultants)
- Grant compliance (tracking, reporting)
- Annual organizational filings and updates
- Internal policy review, updates, and compliance

#### Financial Oversight, Grant Management, & Resource Development\*

- Annual budget development, alignment, and oversight
- Monthly financial review and quarterly reporting
- Annual audit assistance
- Grant research, prospecting, and proposal development.

#### Talent Development & Team Leadership\*

- Candidate interview and hiring process.
- New team member onboarding and training
- Talent retention
- Conflict resolution and mediation support
- Annual goal development and performance review process
- Professional development and learning opportunities.
- Team building, facilitation, and support (i.e. team meetings, retreats)
- CHIP Board and committee support

#### Communications

- Communication strategy and support
- Branding compliance and quality management
- Community engagement and awareness

The Deputy Director will also support a team working on the following key initiatives to ensure they meet community needs, align with strategic priorities, and are adequately resourced.

- Handbooks of Help
- Street Reach Indy
- Homeless Persons' Memorial Service
- Annual Celebration

\*CHIP has outsourced IT and Accounting functions. The Deputy Director will work closely and collaboratively with the IT and Financial Services firm to ensure effective and efficient technology and financial service support. The Deputy Director will also work collaboratively with the United Way of Central Indiana as part of a host agency relationship to support HR functions.



### **Education and Experience**

- Bachelor's degree from an accredited college or university or commensurate experience required. Preferred areas include nonprofit management, nonprofit leadership, business administration, finance, or human resources.
- Certifications in non-profit management and executive leadership a plus.
- Must have experience supporting, inspiring, and leading a team
- Must have experience in organizational management and/or operations
- Must have experience working with government grants and nonprofit budgets

### *Attributes, Knowledge, and Skills*

- Able to foster trusting relationships by demonstrating compassion for people.
- Equipped to facilitate team collaboration by identifying and engaging the strengths of team members.
- Committed to individual and team growth through continuous learning, feedback, and improvement.
- Energized to solve complex problems using critical thinking and appreciative inquiry.
- Able to translate ideas into action and to operationalize projects.
- Driven to take initiative to advance organizational priorities and projects.
- Equipped with strong organizational skills to support consistency in processes and procedures.
- Detail oriented to support high-quality work products.
- Committed to collaborative problem-solving and conflict resolution to support a healthy work culture.
- Equipped with the ability to establish and hold boundaries and to empower others to do so to support role clarity, accountability, and performance.
- Confident in asking hard questions and offering ideas to support continuous learning and improvement.

### **Work Culture and Environment**

CHIP has a creative, dynamic team and is dedicated to attracting and fostering talented and diverse individuals who reflect the communities being served and the communities most impacted by homelessness. CHIP has adopted a hybrid work environment that includes both a virtual and in-office structure. CHIP staff are required to be in the office and/or in the community at least two days a week.

The CHIP office is located in an old house just off the Red Line in Fountain Square. The workspace is a shared space and is meant to create a collaborative, inclusive, and inspiring vibe.

CHIP offers generous benefits, competitive salaries, and supports professional and personal growth. To further support staff and provide time for renewal and rest, CHIP closes the office twice a year for paid holidays- one week in July and one week in December.



COALITION FOR  
HOMELESSNESS  
INTERVENTION  
& PREVENTION



**Position Leader:** Executive Director

Position Leads: Team 3-4

**Salary:** \$78,000

**Benefits:** This position is eligible for a comprehensive benefits package, which includes medical, dental, and vision insurance; life insurance; long-term disability; 401(k) match; a minimum of 11 paid holidays; 10 sick days (pro-rated based on hire date); and 5.77 hours of PTO accrued per pay period.

**Candidates should apply by sending a cover letter detailing their interest and applicable experience and resume to: Mia Clark at [mclark@chipindy.org](mailto:mclark@chipindy.org)**

**Please reference the position title in the subject line of the email.**

CHIP is committed to implementing an equitable and inclusive culture. Successful candidates will commit to creating and supporting an equitable and inclusive workplace, including but not limited to racial equity, accessibility for individuals with disabilities, use of gender inclusive and person-centered language, and cultural awareness and sensitivity.

If you do not meet every requirement but feel you are a good overall match and are excited about this opportunity, we encourage you to apply. Individuals with lived experience are encouraged to apply.

**Safeguarding our team members is an important part of how we ensure our continued work in the community we serve. As a condition of employment, all staff are required to be vaccinated against COVID-19, including the COVID-19 booster, barring an approved exemption.**