



COALITION FOR
HOMELESSNESS
INTERVENTION
& PREVENTION



Project Manager

Lead Project: Indianapolis Continuum of Care

Who We Are

The Coalition for Homelessness Intervention and Prevention (CHIP) provides vital support and leadership for 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 more accessible, inclusive, and equitable housing and care systems, CHIP supports a collective impact approach to addressing homelessness. CHIP serves as the Indianapolis Continuum of Care (CoC) lead agency, as well as the Homeless Management Information System (HMIS) and Coordinated Entry System (CES) lead. CHIP is an independent 501(c)3 nonprofit organization providing strategic leadership, planning, data analytics, and operational support to the homeless service sector.

What We Need

We seek a skilled and dedicated Project Manager to join our dynamic team. The Project Manager will plan, execute, and complete projects across various stakeholders and teams. The ideal candidate is an organized, proactive, and adaptable individual with a proven track record of successfully managing projects from initiation to completion. As a Project Manager, you will collaborate with cross-functional teams, external stakeholders, and consultants. You will be expected to drive projects, meet deadlines, produce high-quality deliverables and work products, and deliver exceptional results.

What You Will Do

- Provide lead staffing and operational support for CoC responsibilities
- Provide onboarding, staffing, and logistical support to the CoC, the CoC Governing Council (i.e. the Blueprint Council), and associated committees and workgroups. Including, but not limited to, online onboarding training, creating council packets and agendas, recording minutes, sending meeting notifications, ensuring timely systemwide communication, and representing CHIP externally
- Maintain accurate CoC membership documentation and contact information
- Develop and implement a cohesive communications strategy for the CoC and manage all CoC communications and platforms (e.g., website, social media, newsletter)
- Audit, update, and maintain all CoC materials on the website
- Develop and maintain a public inventory of CoC and Council workgroups and committees
- Collaborate with the CoC Nominating Committee to create, facilitate, and maintain a free and fair election process for Blueprint Council and CoC
- Coordinate with the Blueprint Council Executive Committee to plan and host CoC meetings quarterly and in alignment with CoC charter requirements
- Develop annual action plans for operationalizing CoC goals and priorities
- Prepare an annual CoC goals, strategies, and progress report for the Council and membership
- Review, update, and maintain written standards for providing homelessness assistance programs
- Conduct an annual CoC charter and policy review and review of Memoranda of Understanding (MOUs)

- Assist CHIP leadership with the writing, maintenance, and reporting requirements associated with operational, CoC, grants, and other funding sources
- Maintain quality relationships and partnerships with community stakeholders, partner agencies, and city and state departments.
- Work with agility and curiosity with other related duties or special projects as assigned

Experience and Qualifications

A bachelor's degree in social services, public health, OR an equivalent combination of education and experience is required. PMP certification is a plus. Two years of experience in the relevant field is desired. Knowledge of nonprofits, and electronic data collection.

Knowledge, Skills, and Ability

- Proven experience of two+ years in project management roles, demonstrating successful delivery of projects on time and within budget.
- Foster positive relationships with internal and external stakeholders.
- Adept at addressing concerns, managing expectations, and ensuring alignment on project goals.
- Strong understanding of project management methodologies and tools.
- Ability to prioritize goals, tasks, and projects efficiently and effectively.
- Excellent organizational, time management, and problem-solving skills.
- Exceptional interpersonal and communication skills, both written and verbal.
- Proficiency in project management software and tools.
- Ability to adapt to changing priorities and thrive in a fast-paced, team-oriented environment.
- Ability to seek out and expand knowledge and learn from peers.
- Effectively manage changes in project scope, timelines, or objectives.
- Assess the impact of changes and communicate adjustments to stakeholders promptly.
- Detail-oriented with a focus on quality and continuous improvement.
- Solid analytical and decision-making abilities.

Position Leader: Deputy Director

Salary: \$55,000 | **Workplace:** Hybrid (in-office and community travel required as needed)

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; and 5.77 hours of PTO accrued per pay period.

Candidates should apply by sending a cover letter and resume to:

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, gender-inclusive and person-centered language, and cultural humility.

We encourage you to apply if you do not meet every requirement, but feel you are an excellent overall match and are excited about this opportunity. Individuals with lived experience are encouraged to apply.

Safeguarding our team members is an important part of ensuring 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.