



COALITION FOR
HOMELESSNESS
INTERVENTION
& PREVENTION



Project Manager
Lead Project: Priority Populations

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

This position will advance our goals and priorities by providing project management and support for both CHIP and the CoC. Specifically, you will:

- Provide leadership, staffing, and logistical support for the following current CHIP community-based projects: Day 1 Families Fund; People with Lived Experience Fund; Winter Contingency
- Provide lead staffing and logistical support for priority population by-name list workgroups to advance the CoC racial equity goal (priority populations include families, youth and young adults, those experiencing chronic homelessness, and veterans)
- Provide technical in-person and virtual assistance and support to community partners working with priority populations
- Directly contribute to meeting project deliverables. Tasks will include writing and editing external-facing materials; developing, coordinating, and delivering training with service and housing agencies; research and community outreach.
- Work collaboratively with the Indianapolis Housing Agency to secure and deploy vouchers for priority populations
- Manage consultant relationships and ensure timely deliverables, communication, and implementation plans
- Develop and maintain quality relationships and partnerships with key community stakeholders, particularly staff from city and state agencies, the Continuum of Care, community-based supportive housing providers, and partners receiving CHIP technical assistance. This includes representing CHIP externally.

- Contribute to the Blueprint Council and CHIP priorities to advance racial equity, address racial disparities in housing and services, and engage and collaborate with communities of color, culturally specific organizations, and persons with lived experience.
- Assess the impact of changes and communicate adjustments to stakeholders promptly.
- Work with agility and curiosity with other related duties or special teams 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, electronic data collection, and case management preferred.

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.
- 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.