

## **Destination: Home - Initiatives Officer**

San Jose, California, United States | Full-time | Partially remote

### **ABOUT DESTINATION: HOME**

Destination: Home, a 501(c)3 supporting organization of Silicon Valley Community Foundation, is a public-private partnership ending homelessness in Silicon Valley. Through our collective impact model, we convene and collaborate with stakeholders across our community to address the root causes of homelessness and drive true systemic change. We embrace a data-driven and human approach - advocating for policies, incubating new ideas and programs and investing in strategies to connect more of our homeless neighbors to a stable home and prevent homelessness before it begins. Our work is grounded in a commitment to advancing racial and socioeconomic justice - and working together, we can build a community where homelessness is rare, brief and non-recurring. Learn more at [destinationhomesv.org](https://destinationhomesv.org).

### **ABOUT THE OPPORTUNITY**

This is a full-time exempt level position in San Jose, California.

### **JOB SUMMARY**

Reporting to the Chief Program Officer, the Initiatives Officer is a core member of the Initiatives team, with a primary focus on the development, coordination and implementation of Destination: Home's strategic initiatives:

- Centering and shifting power to people with lived experience with homelessness and housing instability
- Guaranteed income and direct financial assistance programs toward income and wealth equality and preventing homelessness
- Increasing access and equity for homeless and formerly homeless people.

### **DUTIES AND RESPONSIBILITIES**

Primary areas of focus will include:

#### Initiative Implementation:

- Coordinate with partner organizations to implement key system change initiatives.
- Create plans to address and correct programmatic gaps and challenges.
- Communicate Destination: Home's strategic direction, investments and impact with internal and external partners.

#### Program Administration:

- Develop operational workplans with milestones, timelines and progress tracking.
- Evaluate program performance, capacity and needs to ensure system change goals are being met and adjustments are being made as needed.

#### Program Development

- Support the development of new and emerging strategic initiative work with both internal and external partners.
- Collaborate with a variety of public and private organizations to assess, define and design new system change efforts to prevent and end homelessness.
- Assist with the development and submission of funding proposals for new resources to expand, enhance and/or sustain existing initiative work.

#### Grant Administration

- Maintain ongoing verbal and written communication with both Destination: Home grantees and funders.
- Ensure timely grant payments and reporting, accurate budgeting and accounting of funds.
- Track performance management.
- Other related duties as assigned.

#### **QUALIFICATIONS AND REQUIRED SKILLS**

- Bachelor's degree (or demonstrated equivalent experience) required in relevant discipline.
- Hold a commitment to ending homelessness in our community and advocating for safe and affordable housing for all; a demonstrated commitment to advancing racial and socioeconomic justice.
- Management level experience in a nonprofit and/or public sector organization (or demonstrated equivalent experience).
- Excellent communication (written and verbal) and interpersonal skills; experience in giving presentations
- High degree of independence, initiative, responsibility and accountability.
- Highly organized and effectively prioritize and manage multiple tasks with varying deadlines, often in a fast-paced, dynamic environment; proactively align on expectations and delivering consistently.
- Familiarity with providing leadership in implementing short- and long-term operational plans and developing systems and processes.
- Ability to foster long-term, mutually beneficial partnerships with community-based organizations, funders and government partners who share a passion for our mission.
- Strong software skills in Microsoft Office Suite and Google Suite.
- Knowledge of budget management.

#### **PREFERRED QUALIFICATIONS**

- Lived experience with homelessness and/or housing instability
- Experience in grants administration, program development, budgets, nonprofit compliance or operations
- Experience with HMIS, Coordinated Entry, and grant submission and reporting platforms

- Familiarity with the programming and design of supportive housing developments and tenant services; supportive housing and the wrap-around services which enable its residents to thrive
- Awareness of public policies affecting unhoused people, affordable and supportive housing.

In addition, our ideal candidate will:

- Thrive in a dynamic team environment, where close collaboration with colleagues inside and outside of the organization is key to success.
- Be a “people person” who truly enjoys interacting with members of the public, including people of different backgrounds, experiences and opinions.
- Display a high degree of discretion and professionalism when representing the organization.

### **SALARY AND BENEFITS**

SVCF is committed to offering competitive salaries and comprehensive benefits. The target hiring range for this position is \$98,000 to \$113,000 per year based on experience, credentials and internal salary equity.

Our comprehensive benefits package includes generous medical, dental and vision plans; paid time off; holidays and employer contribution and matching to a 403(b) retirement plan.

### **WORK ENVIRONMENT AND PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee must regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

The noise level in the work environment is usually moderate.

The above statements are intended to describe the general nature and level of work performed by the incumbent in this position. They are not intended to be an exhaustive list of all responsibilities, duties and skills.

### **EQUAL EMPLOYMENT OPPORTUNITY AND INCLUSION**

Silicon Valley Community Foundation has a deep commitment to diversity, equity, inclusion and equal opportunity. We are committed to building a team that is representative of our community.

SVCF is an equal opportunity employer. Applicants will not be discriminated against because of race, color, creed, sex, sexual orientation, gender identity or expression, age, religion, national origin, political affiliation, citizenship status, disability, ancestry, marital status, veteran status, medical condition or any protected category prohibited by local, state or federal laws.

SVCF is committed to the full inclusion of all qualified individuals. As part of this commitment, we will ensure that persons with disabilities are provided reasonable

accommodations. If reasonable accommodation is needed to participate in the job application or interview process and to perform essential job functions, of employment, please contact [humanresources@siliconvalleycf.org](mailto:humanresources@siliconvalleycf.org). Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format and/or using specialized equipment.