



Job Announcement

Program Manager, CA Jobs First (Full-time, Exempt, \$115,000-125,000)

Our Mission

All Home is a Bay Area organization that advances regional solutions to disrupt the cycle of poverty and homelessness, redress racial disparities in outcomes, and create more opportunity for economic mobility for individuals and families with extremely low incomes. All Home works across counties, sectors, and silos to advance coordinated, innovative solutions and to build a movement to challenge the status quo that perpetuates homelessness.

Our Values

- Be courageous in action and brave in speaking the truth
- Work hard, work with joy and deliver results
- Operate with humility
- Strive for impact through collaboration and partnership
- Fight for equity and social justice
- Be transparent with our words and actions
- Honor the wisdom of lived experiences

Job Summary

The Program Manager, CA Jobs First will be responsible for the efficient operation of the Bay Area Jobs First Collaborative as part of the California Jobs First Regional Investment Initiative., ensuring alignment with its goals and principles.

All Home was selected by the State to serve as Convener for the Bay Area Jobs First Collaborative, including a 21-organization Steering Committee, charged with developing a region-wide economic development plan that moves the Bay Area toward a carbon-neutral economy, while also creating high-road jobs that are prioritized for the region's disinvested communities. The Bay Area Jobs First vision is to re-envision regional economic development planning, centered around the values of equity, high-road employment, sustainability and climate resilience, and shaped by workers and impacted community members themselves. For more information about the Bay Area Jobs First Collaborative, please visit <https://www.allhomeca.org/california-jobs-first/>.

The Program Manager, CA Jobs First will be part of the Economic Mobility team and will manage multiple program workstreams to ensure they align with the Bay Area Jobs First strategic objectives. They work closely with cross-functional teams, stakeholders, and leadership to drive the successful delivery of programs.

The ideal candidate will manage resources, timelines, risks, and deliverable completion while fostering collaboration across the Collaborative and All Home team.

Please note: This role is funded through September 2026. While it is All Home's plan to pursue additional funding and to continue work that results from the California Jobs First initiative, no guarantees can be given that this role will continue past September 2026.

Key Responsibilities

- Collaborate with key stakeholders, ensuring effective coordination and communication among team members, coordinating internally and with external partners for smooth delivery against all project milestones.
- Serve as a point of contact for partners, maintaining strong, long-term relationships. Identify potential risks/discrepancies against project plan and effectively resolve identified issues.
- Driving consensus amongst stakeholders groups with varying sets of priorities
- Lead, manage and oversee successful execution of multiple workstreams within the project including: managing stakeholders, tracking deliverables, managing deadlines, setting agendas for internal and external meetings, and monitoring timelines.
- Develop and maintain program plans and timelines, ensuring alignment with Bay Area Jobs First priorities.
- Lead compliance requirements, coordinating with the Fiscal Lead and relevant All Home teams. Responsibilities include: drafting monthly and quarterly reports and invoices, and gathering stakeholder data points, meeting logs and completed deliverables.
- Monitor and communicate progress toward goals on a regular basis.
- Coordinate with All Home communications team to manage and oversee communication items such as: website updates, materials, listservs, and how to best represent the Collaborative's progress.
- Interface with different government agencies/offices/authorities to support all engagements/meetings related to the Bay Area Jobs First Collaborative.
- Work with Program and Administrative Coordinator to lead any in person/hybrid regional events including meeting space, logistics, materials and preparation.
- Identify opportunities to improve processes, operations and stakeholder engagement, continuously improving program management processes to drive better results.
- Attend quarterly in-person all staff retreats, occasional in-person trainings, several in-person collaborative meetings, and other in-person events each year as needed.
- Perform other job-related duties as assigned or needed.

Qualifications

- Minimum 3 years relevant experience in program or project management, especially with complex programs.
- Strong/excellent project management, time management, and prioritization skills. Proven track record of managing large-scale programs, prioritizing multiple tasks in a fast-paced environment.
- Experience working with cross-functional teams to drive results.

- Advanced planning and organizational skills, with the ability to manage stakeholders at varying levels of seniority and across public, private and nonprofit sectors.
- Strong leadership, organization, and communication skills.
- Excellent problem-solving and decision-making abilities.
- Familiarity with and experience in economic and community development preferred.
- Ability to engage in continued conversations about justice, equity, diversity, and inclusion, with a racial equity focus, and to apply those conversations to daily work.
- Excellent communication, interpersonal, and problem-solving skills.
- Fluency with Google Workspace (Gmail, Calendar, Drive/Docs/Sheets), MS Office suite (particularly Excel and PowerPoint), Salesforce, Slack, Zoom, and other applications for remote collaboration.
- Fluency with project management tools.

Reporting + Organizational Relationships

This position will report directly to All Home's Senior Program and Partnership Manager, CA Jobs First. All Home is an independent project operating under the fiscal sponsorship of Tides Center and its 501(c)(3) status. All Home staff are all officially employees of the Tides Center.

Compensation & Classification

All Home is committed to paying competitive wages. Salary range is \$115,000-\$125,000. Through our fiscal sponsorship with the Tides Center, we have a competitive benefits package with health, dental, vision, and life insurances, matching funds for retirement, and more. This is a full-time exempt position.

How to Apply

Please submit a resume and cover letter to ProgMgrCAJobs1st@allhomeca.org. Your cover letter should express your interest in working at All Home and your qualifications for the role; we encourage you to list your LinkedIn profile on your application. Applications will be reviewed on a rolling basis and this position is open until filled.

Research has shown that women and people from marginalized groups may not apply for a role if they aren't a 100% match. Please don't hold back. If you think you'd excel in this role, please apply, even if you don't tick every box. We'd appreciate the opportunity to consider your application.

Hybrid Work Environment

All Home has a hybrid workplace where employees do both remote and in-person work. We have mandatory in-person all-staff gatherings at least once per quarter and staff are required to attend other in-person meetings as needed. Employees can also use our limited office space in downtown San Francisco.

Preference will be given to candidates already based in the Bay Area. Exceptional applicants from outside the region may be considered, provided they plan to relocate to the Bay Area and participate in required in-person meetings and events. This position's workplace will be our office in downtown San Francisco, even if the employee chooses to spend a majority of their workdays from their home office.

Physical Requirements

This position requires regular computer use for up to 8 hours a day and frequent communication with others via video-conference, phone calls, and in-person. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Driving and Local or Domestic Travel

The employee must have a valid driver's license and be able to travel periodically: to our downtown SF office, to meet partners throughout the region, and/or to conferences or events held in other regions of the U.S.

Equal Employment Opportunity

All Home is fiscally sponsored by Tides Center, an equal opportunity employer. We strongly encourage applications from women, people of color, and bilingual and bicultural individuals, as well as members of the lesbian, gay, bisexual, and transgender communities. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, or medical condition including acquired immune deficiency syndrome (AIDS) and AIDS-related conditions. We encourage and will consider for employment qualified applicants with arrest and conviction records.

Applicants with Disabilities

Reasonable accommodation will be made so that qualified applicants who are disabled may participate in the application process. If you seek an accommodation, please advise in writing at the time you apply.