



Job Title: ECHO Research & Evaluation Manager Position

The Ending Community Homelessness Coalition (ECHO) is hiring for a Research & Evaluation (R&E) Manager position. ECHO provides persons experiencing homelessness, service organizations and nonprofit and government agencies with support and technical assistance through data collection, reports, evaluation, and analysis to help our community implement policies and programs to end homelessness in Austin and Travis County. The R&E Manager will work with the Research and Evaluation division, collaborating closely with other ECHO divisions and community partners.

Desired Qualities

The position requires strong analytical, communication, planning and project management skills. Ability to work with community stakeholders and carry out projects from conception to implementation are a must. Candidate must have a strong ability to research, distill and apply government regulations, and evidence-based and innovative practices in the field. The ideal candidate must have a well-disciplined and organized approach to time and task management, and an ability to work well with other team and community members.

Essential Functions of the Research & Evaluation Manager

The Research & Evaluation Manager will work with projects undertaken by the division of Research and Evaluation, including but not limited to:

Program Evaluation and Compliance Responsibilities for the Continuum of Care (CoC)

- *Continuum of Care Policy and Procedures:*
 - In consultation with the ECHO Membership Council and other ECHO staff, refine, follow, and update annually a governance charter, which will include all procedures and policies needed to comply with CoC requirements as prescribed by HUD; and a code of conduct and recusal process for the Membership Council, its chair(s), and any person acting on behalf of the board.
 - In consultation with recipients of ESG funds within the geographic area, establish and consistently follow written standards for providing CoC assistance.
- *Continuum of Care NOFA Support:*
 - Facilitate and support the Independent Review Team (IRT) process
 - Consult with recipients and sub-recipients of CoC funding to establish performance targets appropriate for population and program type.
 - Provide other support as needed.
- *CoC and ESG Program Performance Monitoring:*
 - Develop and maintain performance monitoring strategies for CoC service providers including: methodology, tools, monitor recipient and sub-recipient performance, evaluate outcomes, and design action steps against poor performers.
 - Promote coordination and evaluate outcomes of projects funded under the City of Austin/Travis County Emergency Solutions Grants program (“ESG”) and the CoC program applicants.
- *CoC Quality Assurance:*
 - Evaluate compliance and fidelity with Housing First programs, Rapid-Rehousing programs, Permanent Supportive Housing programs and other field programs.
 - Develop technical assistance and training materials on CoC evidence based practices and ensure implementation of federal, state and local regulation.

Research, Evaluation & Compliance needs for ECHO and Community Initiatives

- Support ECHO's Pay for Success Initiative to finance Permanent Supportive Housing for



frequent users of healthcare, criminal justice, and social services

- Evaluate program outcomes for housing interventions like rapid rehousing and permanent supportive housing. Evaluate HMIS data to identify trends, gaps, successes, and challenges in local programs.
- Evaluate outcomes of the established coordinated assessment system that provides an initial, comprehensive assessment of the needs of individuals and families for housing and services.
- Comply with grant administration requirements for grants received by ECHO (federal, state or local grants).
- Maintain and update knowledge about the U.S. Department of Housing and Urban Development (HUD), its regulations, and best practices within the homeless service delivery systems
- Other related duties as needed.

Reporting:

- This position reports to the ECHO Director of Research and Evaluation.

Experience/Skills Required:

- Master's degree in public policy, public administration, business management, data analysis, program evaluation or a related field, or equivalent work experience.
- Experience in management of federal grants and project monitoring or equivalent combination of experience and training.
- Experience with Continuum of Care planning and management processes and familiarity with homelessness issues strongly preferred.
- Strong analytical skills and ability to evaluate and measure program performance.
- Strong interpersonal skills and the ability to develop strong working relationships across community, public and private sectors.
- Strong project management experience and ability to collaborate with others to plan, implement and finish high quality projects.
- Excellent communication skills, including ability to write complex documents and create and manage complex spreadsheets.
- Knowledge and experience using various software programs to process information and analyze data.
- Experience creating complex reports, spreadsheets and other required documents.
- 5-7 years of related experience required.

Position is open until filled. Qualified candidates should send cover letter and resume to Mariana Salazar, ECHO Director of Research and Evaluation at marianasalazar@austinecho.org