



Position Announcement

Posted: Monday, October 6, 2025

Closes: 5pm(MDT) on Friday, October 17, 2025

Associate Director

The Montana Continuum of Care Coalition is seeking a full-time Associate Director to assist the Executive Director in coordination of Montana's Statewide Continuum of Care. The Montana Continuum of Care Coalition coordinates the Continuum of Care Program, providing housing and supportive services for individuals and families experiencing homelessness in Montana. The ideal candidate will have a proven ability to work strategically and foster coordination and collaboration among multiple stakeholders. They are committed to thinking innovatively to ensure the focus on the core mission in changing landscapes. This position is an opportunity to engage with the State of Montana, nonprofit leaders, community stakeholders, and partners to help end homelessness.

This position is funded via a Planning Grant from the HUD CoC Program on an annual basis. Changes to the HUD CoC Program or funding status could directly affect the status of this position.

About the Montana Statewide Continuum of Care

The purpose of the Montana Statewide CoC is to work with local stakeholders in the provision of services to assist people experiencing homelessness in becoming permanently housed by identifying gaps in services, providing training and technical support, data tracking assistance and identifying and facilitating funding resources.

Job Responsibilities

The Associate Director reports to the Executive Director and (1) directs organizational sustainability, (2) ensures compliance, (3) facilitates advocacy and public outreach efforts, and (4) strategically builds capacity for the future direction of the Montana Statewide CoC.

- 1. Support of the CoC's People with Lived Experience (PWLE) Advisory Groups** – Supports the Montana Continuum of Care Leadership Council (LC) and the Montana Youth Action Board (YAB) in their roles as advisors to the continuum's Board of Directors and ensures the inclusion of lived experience participation in system change efforts, specifically Coordinated Entry and CoC-funded housing and supportive services projects. Core responsibilities include serving as a staff liaison to the board of directors and CoC funded projects seeking to amplify the voice and expertise of PWLE; supporting PWLE serving on the CoC's Board of Directors and its committees; reducing barriers to participation; recruitment and orientation of new members; tracking and distributing stipends; identifying professional development opportunities for LC and YAB members; assists with the planning and facilitation of LC and YAB meetings; offer continued support to help the LC, YAB, and members achieve goals; assisting with outreach activities. This will require frequent communication with internal staff members and external partners, stakeholders, community members, and other CoC representatives.

2. **Public Education and Advocacy** – Serves as a public advocate, ensuring both awareness and involvement with federal, statewide, citywide, and community issues relevant to the Montana Statewide CoC’s mission. Assures the organization and its mission, programs, and services are consistently presented in a positive manner that is directly tied to the mission to relevant stakeholders.
3. **Fundraising** – Assists with all fundraising efforts for the CoC. Works in partnership with the Executive Director, LC and YAB to research and identify grant opportunities, oversee grant writing and reporting, and facilitate donor cultivation and stewardship.
4. **Compliance** – Assist the Executive Director with Interpreting the annual HUD Notice of Funding Opportunity (NOFO) and developing processes to meet its requirements. Works with committees to solicit applications, scoring, and ranking; engages stakeholders in Continuous Quality Improvement (CQI) to monitor project performance and system outcomes.
5. **Landscape Assessment** – Develops strong relationships with a variety of stakeholders to ensure strong Statewide execution of the Homeless Management Information System, Coordinated Entry System, and Point in Time Count to understand the homelessness landscape in Montana.
6. **Committee Administration and Support** – Supports committees by advising and informing members, fully participating in meetings, and assisting with the development and implementation of committee work plans.
7. **Continuous Quality Improvement** – Engaging stakeholders in continuous quality improvement (CQI) to monitor project performance and youth system outcomes.
8. **Relationship Building** – Builds and maintains strong relationships with grantees, community stakeholders, federal agencies, national partners, and technical assistance teams.
9. **Communications** – Assists the Executive Director in maintain strong communication with partners and stakeholders, including but not limited to; email communications, maintaining website, publishing the CoC’s newsletter, and community presentations.

Qualifications

We’re seeking **professional** candidates who have strong **leadership skills**, think **collaboratively**, and demonstrate a commitment to **facilitating change among Montana’s homeless landscape**. You should have:

- Bachelor’s Degree in a field such as Public Administration, Nonprofit Administration, Social Work OR a minimum of five years of relevant experience
- Knowledge of the Continuum of Care Program
- Basic knowledge of nonprofit governance principles, state and federal agencies and regulations, fiduciary oversight, business ethics, and managerial best practices
- Demonstrated knowledge of nonprofit finance and grant management
- 2 or more years’ experience working remotely

Skills & Abilities

- Enthusiasm, self-motivation, and ability to work independently
- Proficiency Microsoft Office Suite required
- Strong written and oral communication
- Experience with grant writing and management
- A track record of developing and maintaining strong working relationships with and among a broad group of stakeholders, including an ability to balance interests and goals among a broad group of stakeholders

Travel Requirements

- Statewide travel throughout Montana required
- Some travel to national and local conferences a possibility
- Travel reimbursement provided
- A valid driver's license, insurance, and reliable transportation required

Compensation is \$68,000 to \$73,000 DOE. Benefits include health insurance allowance, generous paid leave, employer contribution to a retirement fund, remote work, and flexible schedule.

How to apply

Email a cover letter explaining why you are well qualified for this position, resume, and three references in a **single PDF document** to david@mtcoc.org by **5:00pm MDT on Friday, October 17, 2025**; cover letters and resumes received after this deadline will not be considered. Letters of Recommendation are also encouraged with your application packet. No calls or recruiters please.

The Montana Continuum of Care Coalition is an equal opportunity employer.