

SENIOR PROGRAM OFFICER, HOUSING San Francisco, CA



About Tipping Point Community

Tipping Point fights poverty in the Bay Area. We screen non-profits rigorously to identify and invest in the most effective education, employment, housing, and early childhood development organizations. Once in our portfolio, Tipping Point grantees have access to unrestricted funds and risk capital, and receive assistance in critical areas like communications, strategy, legal services and technology. In addition, Tipping Point looks for opportunities to partner with the public sector to leverage its impact for the common good. Since 2005, Tipping Point has raised more than \$150 million and in the last year alone, helped put 23,000 people on the path out of poverty. Our Board covers 100% of our operating costs, so every dollar donated goes where it's needed most. To learn more, please visit our website at www.tippingpoint.org.

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Values

Tipping Point's core values are at the heart of everything we do and we look for individuals who share our commitments:

- **We are one community.** We believe that the responsibility for fighting poverty belongs to all of us.
- **We serve.** Our approach is humble and respectful. We exist to meet the needs of others.
- **We celebrate generosity.** Every gift counts, whether big or small.
- **We get results.** We are relentless in the pursuit of our goals. We hold ourselves and each other accountable.
- **We are always learning.** We are risk takers. We commit to facing our challenges as we support solutions that last.

Housing Portfolio Overview

Tipping Point has a long history of investing in organizations that help individuals and families get and maintain permanent housing through a combination of prevention, placement, and supportive services. To complement and support our investments in direct service organizations, we have begun investing in policy and systems change work. In May 2017, we announced a Chronic Homelessness Initiative (CHI), a \$100M effort to cut chronic homelessness in San Francisco in half over the next 5 years.

Position Overview

Tipping Point seeks a results-oriented Senior Program Officer (SPO) to oversee Tipping Point's current housing portfolio as well as new grant agreements established through the Chronic Homelessness Initiative. The ideal candidate will have knowledge of housing interventions, nonprofit organizations, and public safety net programs, as well as experience designing and/or evaluating programs, and expertise building relationships in diverse organizations and communities.

As the primary manager of Tipping Point's housing grantee relationships, the SPO will provide or facilitate management assistance across a spectrum of needs (e.g. strategy, fundraising, board), monitor performance and evaluate the impact of grantees. The SPO will screen and perform

diligence on prospective grantees, as well as recommend other investments and collaborations. Lastly, the SPO will inform and make recommendations for Tipping Point's housing investment strategy, collaborate with Tipping Point's Chronic Homelessness Initiative, as well as work closely with the grantmaking team across all portfolio areas.

The Senior Program Officer will be responsible for achieving the following key results:

1. Build and maintain relationships with existing grantees, including an annual renewal process.
2. Use Tipping Point's impact and evaluation approach to support grantees to achieve grant goals and increase their impact
3. Identify grantee needs and deliver resources in the areas of program strategy/design, talent, performance management, financial sustainability, board governance and operations.
4. Research, screen, and perform diligence on prospective grantees or investment opportunities and recommend board action.

Responsibilities

Grantee Relationship Management and Support

- Serve as primary contact, relationship manager and thought partner for grantees as well as for additional investments through policy/special initiatives work
- Identify support and resources that grantees need; work with team and partners to deliver management assistance
- Perform annual renewal process and recommend support based on client impact and progress on grant goals
- Identify, communicate and address misalignment and/or underperformance

Pipeline Management and New Grantee Diligence

- Maintain knowledge of prospective housing grantees and partners; perform due diligence as appropriate and propose new investments to Tipping Point's Board of Directors
- Gain understanding of comparable organizations and promising practices to assess the relative strengths and challenges of potential grantees

Content/Issue Area Knowledge

- Identify themes and trends across grantees and in the field to inform and refine the housing investment strategy, including identification of new opportunities for investment
- Develop understanding of Tipping Point's Chronic Homeless Initiative (CHI), and collaborate effectively with CHI stakeholders and partners

Evaluation, Impact and Continuous Learning

- Capture grantee activities and data in Salesforce
- Meet regularly with grantees to understand and diagnose key organizational and programmatic successes and challenges, including progress on outcomes targets
- Seek opportunities to learn from and share new grant-making and evaluation approaches
- Participate in sharing successes and failures to inform Tipping Point's learning and improvement

Stakeholder Engagement

- Build and maintain peer funder and other community relationships
- Create opportunities to collaborate and network among all Tipping Point grantees
- Participate in the Funders Collaborative to End Chronic Homelessness and provide administrative and research support to the group.

Qualifications

- At least 10 years of experience with deep knowledge of the nonprofit sector and a proven track record of grant-making, program development, capacity building and/or consulting
- Some demonstrated experience in and/or knowledge of housing interventions
- Strong interpersonal skills and ability to build relationships with diverse individuals, organizations and communities
- Customer-service orientation to supporting grantees and fellow staff in achieving goals and results
- Excellent oral, written and analytical skills
- Self-starter with a results- and problem-solving orientation and an ability to thrive in a fast-paced, entrepreneurial environment
- Bachelor's Degree required, Master's Degree or equivalent professional experience in a relevant field preferred

Salary and Benefits

Tipping Point offers a competitive salary, commensurate with experience and skills, and excellent benefits. We are an equal opportunity employer and welcome a diverse candidate pool.

How to Apply

Please submit a thoughtful cover letter explaining your interest in Tipping Point Community and where/how you found out about this career opportunity. Email the cover letter along with your resume to recruiting@tippingpoint.org. Please write your name and the title for this position ("Your Name – Housing Senior Program Officer") in the subject line of your email.