



Community Housing & Homelessness Prevention Fund

July 25, 2025

Position: Project Manager
Reports to: Santa Fe Community Foundation
Based: Hybrid/Santa Fe, NM
Hours: 20-25 hours/wk
Compensation: \$70,000-80,000 inclusive of GRT, commensurate w/experience
Status: One-year Contract Position

Position Summary

The Community Housing & Homelessness Prevention Fund (CHP) addresses the need throughout our region to protect and provide safe, secure housing for our most vulnerable residents, as well as affordable, stable housing for all community members. The Project Manager's primary role is to oversee and support the implementation of the Fund's strategic plan. This includes leading collaborative efforts with partners, and community members. The Project Manager is a strategic thinker with exceptional organizational skills, a proven track record in program management, and the ability to lead groups toward achieving measurable, mission-driven outcomes.

Essential Skills:

- Strong leadership and group management skills.
- Excellent communication and interpersonal abilities.
- Excellent organizational, meeting management, and facilitation skills.
- Proficiency in project management tools and software.
- Experience with grantmaking processes including grantee outreach, managing applications, processing payments, and tracking reports.
- Demonstrated ability to build partnerships and engage diverse stakeholders.
- Analytical skills for program evaluation and data interpretation.

Core Responsibilities

- Project Administration
 - Meeting management – scheduling, agenda drafting, writing and disseminating notes for standing and ad hoc meetings.



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- Contract management for project vendors – working with Santa Fe Community Foundation staff to draft contracts and oversee scope of work delivery.
- Data Strategy
 - Support the coordination of existing efforts among CHP fund partners, City of Santa Fe, and Santa Fe County to align data sources and use, including the creation of a Data Platform.
 - Track and research support materials (e.g., city, county, and state reports and plans.)
- Policy-Advocacy Strategy
 - Support the learning and engagement for elected officials at city, county and state levels (i.e., legislators), including site visits, caucus organizing, and convening community groups, e.g. housing developers.
 - Stay abreast of local and state policy updates and activity.
- Grantmaking Strategy
 - With guidance from fund partners, track grant documents (i.e., guidelines, applications, reporting), conduct outreach to potential grantees, prepare application materials for fund partner review, and follow up with grantees on reporting.
- Communication Strategy
 - With guidance from the fund partners, coordinate communication efforts with a range of stakeholders, including brand identity, website updates, and report dissemination.

Education & Experience

- Bachelor's degree required in nonprofit management, social work, public administration, or a related field.
- Experience working in community housing development, including affordable housing and related services, is preferred.
- 3–5 years of experience in program management, preferably in a nonprofit or community-based organization.



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- Proven track record of managing programs, partner relationships, and budgets effectively.
- Familiarity with current leaders and working knowledge of public-private-nonprofit landscape is preferred.
- Experience supporting public-private-nonprofit sector collaboration is preferred.

Work Environment

- Hybrid work environment with occasional evening and weekend events.
- Ability to travel locally or regionally as needed.

To Respond

Please submit letter of interest and resume to:

Annmarie McLaughlin

Santa Fe Community Foundation

amclaughlin@sanafecf.org

By August 25, 2025

The Santa Fe Community Foundation is an equal opportunity organization committed to valuing diversity and practicing inclusion. We actively seek and encourage responses from minorities, women, and people with disabilities.