

David Johnston

☎ (916) 555-7318 ✉ david.johnston@example.com 🔗 linkedin.com/example/davidjohnston 📍 Sacramento, CA 95816

SUMMARY

Public sector program manager with 10 years of experience developing and implementing housing, human services, and community **programs**. Leads two housing and supportive services units serving low income households, **people experiencing homelessness**, seniors, and **people with disabilities**. Converts federal, state, and local funding requirements into operating procedures, staff priorities, review controls, documentation standards, and measurable implementation plans. Supervises professional staff with limited oversight, coordinates nonprofit and public partners, and manages visible special projects from planning through delivery. Brings practical judgment in affordable housing operations, compliance, **strategic planning**, fiscal coordination, community engagement, and executive communication. Regularly presents program status, risks, and recommendations to leadership and stakeholders, including evening meetings. Prepared to contribute disciplined program leadership, compassionate service coordination, and accountable public administration judgment in a housing services environment.

EXPERIENCE

Senior Program Manager, Housing and Supportive Services

August 2022 - Present

Redwood Community Services Agency

Sacramento, CA

Leads two housing and **supportive services** units, guiding professional staff, public partners, funding compliance, operating procedures, and high visibility special projects serving vulnerable communities.

- Led two housing units serving low income households, seniors, and **people experiencing homelessness**.
- Translated funding conditions into **procedures**, review controls, assignments, and documentation standards.
- Set **program goals** using service, budget, and compliance reporting to prioritize **special projects**.
- Supervised professional staff through workload planning, escalation review, and performance coaching.
- Coordinated **affordable housing** initiatives with nonprofit providers, public partners, and fiscal staff.
- Presented implementation risks and program status during leadership and evening community meetings.

Program Manager, Housing Stability Programs

July 2019 - July 2022

Capital Region Housing Collaborative

Sacramento, CA

Managed publicly funded housing stability programs from launch planning through compliance review, supervising staff and coordinating providers, agencies, reporting, and special projects.

- Launched housing stability programs through planning, provider coordination, and recurring compliance review.
- Built eligibility procedures that clarified documentation, reporting, escalation, and quality checks.
- Supervised staff coordinating **supportive services** and housing referrals for varied accessibility needs.
- Reviewed funding data with finance staff, finding documentation gaps before reporting deadlines.
- Coordinated special projects across providers and agencies, clarifying deliverables and dependencies.
- Represented **operations** at partner meetings, converting commitments into accountable follow up.

Program Analyst, Community Programs

June 2016 - June 2019

Sierra Public Initiatives Group

Davis, CA

Supported public and nonprofit **program implementation** through policy research, work plans, documentation review, reporting, procedure development, and stakeholder coordination.

- Maintained work plans and researched policy requirements for implementation recommendations.
- Reviewed participant files against grant requirements, surfacing exceptions for corrective action.
- Prepared leadership reports combining service activity, milestones, and unresolved risks.
- Developed intake procedures and reference materials that clarified partner coordination.
- Coordinated public stakeholder materials and follow up across community service projects.
- Tracked concurrent implementation tasks and deadlines across multiple service locations.

Program Coordinator, Community Programs

June 2014 - May 2016

Valley Civic Programs Office

Stockton, CA

Coordinated public facing community programs through scheduling, records management, grant files, partner meetings, procedure updates, travel logistics, and compliance support.

- Coordinated schedules, records, and implementation tasks for public facing programs.
- Maintained grant files supporting reporting, monitoring visits, and compliance checks.
- Prepared service summaries and issue logs that clarified participant needs for managers.
- Scheduled partner meetings and documented decisions, deadlines, and ownership.
- Updated forms and procedures after policy changes, checking materials for consistency.
- Handled **travel** logistics across service locations, including occasional evening sessions.

PROJECTS

Affordable Housing Compliance Modernization 📅 2024

Converted varied funding requirements into shared review procedures, documentation controls, and staff workflows. Clearer records helped teams identify issues earlier and protect service continuity for vulnerable households.

Supportive Services Partnership Planning 📅 2022

Coordinated providers, public partners, and fiscal staff around housing referrals and supportive services. Shared priorities made follow up more visible and gave community commitments a practical path forward.

LEADERSHIP & AWARDS

- Recognized by agency leadership for dependable coordination of high visibility housing and supportive services initiatives.
- Selected to present program implementation updates during leadership, partner, and community meetings.
- Trusted with concurrent special projects involving public agencies, nonprofit providers, finance staff, and service teams.

EDUCATION

Bachelor's Degree in Public Administration

2014

California State University, Sacramento GPA: 0

Sacramento, CA

Coursework: Program Development, Public Finance, Organizational Management, Government Policy

CERTIFICATIONS

- California Class C Driver's License 📅 2026
- Public Administration Degree 📅 2014

TECHNICAL SKILLS

- **Program Management:** Program planning, implementation planning, program operations
- **Housing Services:** Affordable housing, housing stability, supportive services
- **Homelessness Services:** Homelessness response, housing referrals, participant support
- **Public Administration:** Public administration, policy research, government programs
- **Funding Compliance:** Federal funding, state funding, local funding
- **Staff Management:** Professional supervision, workload planning, performance coaching
- **Strategic Planning:** Program goals, operating plans, special projects
- **Documentation Systems:** Eligibility documentation, grant files, records management
- **Reporting and Review:** Compliance reporting, quality checks, issue logs
- **Community Partnerships:** Nonprofit providers, public agencies, community stakeholders
- **Meeting Coordination:** Leadership meetings, partner meetings, evening meetings
- **Fiscal Coordination:** Budget reporting, finance coordination, fiscal stewardship

SKILLS

- | | | | |
|-------------------------|-------------------------|--------------------------|----------------------|
| • Program Development | • Public Administration | • Community Partnerships | • Compliance Review |
| • Affordable Housing | • Staff Supervision | • Special Projects | • Community Meetings |
| • Supportive Services | • Funding Compliance | • Program Operations | • Staff Coaching |
| • Homelessness Programs | • Strategic Planning | • Procedure Development | |

PROFESSIONAL AFFILIATIONS

- Public administration and housing services professional networks focused on community programs and vulnerable populations.
- Community partner forums supporting affordable housing, homelessness response, and supportive services coordination.

LANGUAGES

- English (Native)
- Spanish (Beginner)

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST