

Jen Gray
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Professional Experience

Habitat for Humanity East Bay/Silicon Valley Inc. - Oakland, CA

February 2024 – Present

Chief Program Officer

- Develop and maintain continuous strategies for funding expansion and for responsible oversight of government grant procurement and reporting.
- Support the development of annual operational workplans and budgets for all programs and provide leadership and optimization of infrastructure development.
- Assume responsibility for programs proposal and application development negotiation and management of government contracts for balanced resource planning and funding compliance.
- Optimize programmatic infrastructure to scale participant/client outcomes consistently and sustainably.
- Oversee policy development for the delivery of external services, fostering an inclusive, equitable team-based environment in alignment with and reflecting HEBSV's mission.
- Embed principles of diversity, equity, and inclusion within programmatic offerings to improve the full range of programmatic processes and systems, particularly those affecting communities of color, English language learners, and families experiencing generational poverty.
- Guide the development of program strategy and data-driven indicators by leading HEBSV's program design, outcomes evaluation and impact assessment efforts.
- Oversee all program policy development.
- Proactively lead the development and operation of HEBSV growing external service initiatives in accordance with policies and applicable laws ensuring sound fiscal and operational management and compliance

2016- February 2024

Director, Home Preservation

- Lead organizational strategy for addressing preservation of existing affordable housing
- Manage team including staff of five direct and 10 indirect reports
- Research, evaluate and purchase homes for HEBSV's renovation programs
- Negotiate various agreements – purchase & sale agreements with sellers, funding agreements with government agencies, consultant contracts with design consultants, and others
- Identify and pursue potential growth areas for renovation and repair programs
- Identify and secure public financing for projects and programs
- Develop detailed budgets for each renovated home or program
- Manage and track costs for all projects and programs
- Create and coordinate overall program schedules as well as individual project schedules for acquisition and construction

Rebuilding Together San Francisco – San Francisco, CA

2010 - 2016

Program Director

- Drive success of all client services via a suite of volunteer programs
- Match volunteer leadership and sponsoring corporations with renovation projects
- Identify program recipients, oversee client intake process, develop project scope and budgets for over 300 renovation projects annually
- Development, budgeting and oversight of four programs, 300 projects and 2,500 volunteers annually including management of a full-time staff of four.
- Manage grants, partnerships and contracts with city agencies, other nonprofits, and healthcare providers
- Provide leadership for all Program Department functions and manage staff
- Oversee volunteer outreach and recruitment, training and retention strategies and planning



Whitehouse Builders – Oakland, CA

2008 – 2010

Project Manager

- Managed \$3M and \$2M design/build projects within the Four Seasons Private Residences for a high-end residential construction company
- Drafted requirements and design schedules, managed budgets, reviewed bids, hired, and managed 50 subcontractors for five full-scale renovation projects
- Management of superintendents, carpenters, and laborers on each job site

The Nanz Company – Los Angeles, CA

2005 - 2008

Account Manager, West Coast

- West Coast regional sales rep for high-end custom architectural hardware manufacturer
- Served as main point of contact for general contractors, architects and designers
- Specified full-residential hardware packages for luxury homes by providing architectural drawing takeoffs to determine exact requirements

Education

California State University Long Beach, Long Beach, CA

Bachelor of Arts in Journalism, Public Relations with a minor in Environmental Studies

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