

HEADING HOME

Executive Director

Job Description

SUMMARY: Under the general direction of the Board of Directors, the Executive Director shall be responsible for Heading Home's operation and general management for multiple locations, assuring the organization's budgetary strength of activities and services and the achievement of measurable strategic outcomes. Promotes the impact, standing and reputation of Heading Home.

DUTIES AND RESPONSIBILITIES (include but not limited to):

- Develops effective solutions to business challenges.
- Oversees administrative, financial, and program operations and all personnel matters (staff organizational structure, hiring and firing of staff, training programs, etc.).
- Provides leadership and management to ensure that the mission, annual goals and objectives, and core values of the company are put into practice.
- Develops and directs the implementation of policies, procedures, and long-range strategic plans, adhering to an approved governance model.
- Ensures development and implementation of operational infrastructure of systems, processes and personnel designed to accommodate the growth objectives of the company.
- Develops and maintains strategic partnerships with community partners in the government, nonprofit and for-profit sectors.
- Maintains regulatory compliance in accordance with state and federal guidelines and contracts.
- Oversees development, implementation, and adherence to a yearly operational budget.
- Works with Finance Committee to ensure that all financial aspects of the organization are sustained.
- Directs and assists the identification of new sources of revenue to maintain sustainability of current revenue streams.
- Fosters donor and funder relationships to further successful work of Heading Home.
- Oversees the applications, negotiations, and ensures compliance with new sources of revenue through contracts and grants.
- Ensures proper and appropriate communications with clients, funders, and stakeholders through multiple communication media including website and social media.
- Serves the advocacy and innovative solutions goals of Heading Home by staying informed of trends, challenges, and opportunities in making homelessness rare, short-lived, and non-recurring.
- Represents Heading Home in high-level homelessness and housing strategies throughout the community.
- Responsible for providing weekly, monthly, and quarterly accountability, report to the Board of Directors.

QUALIFICATIONS:

Bachelor's Degree in Social Work, Social Services, Planning, Business, or related field. Five years progressive executive experience in leading and managing an organization. Experience with social services and programs that serve homeless or other low-income persons and/or families preferred. Strong proven experience with organizational budgets and project management. Executive level administrative experience that includes personnel supervision, public relations, and board management. Master's Degree preferred. Must be able to successfully pass a pre-employment drug/alcohol screen, background investigation, obtain and maintain valid driver's license.

SKILLS AND ABILITIES:

- Excellent interpersonal and problem-solving skills.
- Skill in public speaking and diplomacy.
- Skill in strategic planning and direction.
- Skill in fiscal management.
- Demonstrated ability to manage staff as a team for optimal performance.
- Demonstrated ability to develop strategic partnerships that create collective impacts.
- Ability and experience to work with low-income or homeless individuals of wide-ranging cultures.