



Job Title: Gateway Center Phase I Executive Director
Program: Gateway Center Phase I
Reports To: Chief Executive Officer
Hours: 9:00am – 5:00pm

Exempt

Position Summary: The Gateway Center Phase I Executive Director shall ensure the provision of a secure Gateway Center Phase I shelter in accordance with all applicable federal, state, and local laws and regulations while overseeing the implementation of Heading Home programs, policies, and procedures.

Essential Duties & Responsibilities:

The duties of the Gateway Phase I Executive Director include the following:

- Overall reports to Chief Executive Officer (CEO)
- Build and embed a culture of inclusivity, cultural competency, and respect for all by using best practice methods to include those of Trauma Informed Care
- Maintain optimal organizational structure and work environment, consistent with Heading Home’s mission statement
- Ensure the safety and confidentiality of each guest of the Gateway Phase I shelter
- Meet regularly with direct reporting staff to discuss issues, concerns, and achievements
- Responsibility for overall performance, compliance, and improvements of programs and systems of Gateway Phase I
- Responsibility for Heading Home Gateway Phase I staff performance, evaluation, and training
- Management of the development and implementation of administrative standards and procedures related to Gateway Phase I staff
- Responsibility for fiscal management of relevant capital budgets pertaining to Gateway Phase I
- With guidance from the CEO, set the tone, direction, and development of programs and departments within Gateway Phase I
- Maintain supervisory direction over Gateway Phase I Program Director(s)
- Oversight of special projects as needed
- Other duties as assigned

Executive Duties & Responsibilities:

- With the Financial Controller, process all invoices, check requests, payment disbursements, and payroll pertaining to Gateway Phase I programs and facility
- With Human Resource Manager, facilitate resolution of staff conflict where necessary
- Maintain communication between HH programs and within organization by attending programmatic and organizational meetings
- Authorize, coordinate, and monitor all directly reporting Gateway Phase I staff PTO requests
- Serve as partner or surrogate to the CEO for such meetings as the CEO deems necessary

Gateway Center Phase I Responsibilities:

- Oversee and participate in the recruitment, interviewing, hiring, training, and termination of Gateway Phase I staff
- Daily, monthly, quarterly, and annual program reporting
- Maintain supervisory direction over directly reporting Gateway Phase I staff.
- Work directly with Gateway Phase I staff on strategies that fall within the structure of the Gateway Phase I program.
- Make agency-to-agency connections, when needed, to facilitate smooth coordination of Gateway Phase I strategies
- Coordinate necessary and related data collection, storage, and reporting
- Oversee all Gateway Phase I census data reporting to the CoA
- Coordinate necessary and related data collection, storage and reporting for Gateway Phase I
- Attend and represent Heading Home at all city meetings pertaining to Gateway Phase I to include program planning sessions with City's Family and Community Services department as well as Gateway facility architectural design meetings
- Engage with community to include attendance/participation at designated Neighborhood Association Meetings and District 6 monthly meetings
- Designate representatives to participate in Neighborhood Advisory Council and Gibson Public Safety District Meetings

The responsibility of all Heading Home employees includes the following:

- Always represent and promote Heading Home in a positive and professional manner
- Maintain good attendance and punctuality in keeping with Heading Home policies
- Attend all staff and organizational meetings as required
- Observe and practice safe work habits and practices in compliance with regulations, statutes, and organizational policies
- Maintain guest and organizational confidentiality in compliance with organizational policies and procedures
- Read, understand, and comply with all guidelines of the Heading Home Employee Handbook

Other Duties & Responsibilities:

- Participate in agency strategic planning
- Participate in fundraising events and community forums
- Participate in community activities to develop opportunities to promote agency goals
- Assist in the implementation of policies with committees that define scope of services to be rendered within programmatic area
- Operating supplies inventory control

Administration

- Fulfills data collection and documentation as required to comply with outside oversight agencies

Program Assessment

- Under the direction of the CEO, contribute to the ongoing audit, assessment, and refinement of the Gateway Phase I program

Board of Directors

- Assist in preparing and submitting annual report to Board, which is a summary of services of provided and is directed at forwarding organizational goals and objectives.
- Participate in Standing Committees to develop procedures for program functions

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge,

skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Bachelor’s Degree in Social Work, Social Services, Planning, Business or related field, or related experience. Three years’ experience in management and administration a must. A minimum of two years’ experience in managing social services and/or programs that serve homeless or other low-income persons and/or families. Experience in the provision of direct services to persons who are homeless. Working knowledge of homeless programs and other service providers in Albuquerque, NM, as well as a familiarity with community-wide efforts to address issues of homelessness.

Skills

- Knowledge of Microsoft Word, Excel, Power Point, and Outlook
- Knowledge of community project
- Knowledge of Human Resources principle
- Ability to communicate effectively both orally and in writing
- Ability to meet deadlines.
- Ability to compose effective and accurate correspondence
- Bilingual, preferred.

Other Requirements

- Valid New Mexico driver’s license and reliable transportation.
- Must be willing to participate in workshops and training sessions.
- ability to navigate stairs, ladders, and uneven terrain

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Signature _____ Date: _____
Gateway Center Phase I Executive Director

Signature _____ Date: _____
Chief Executive Officer

