

# House of Hope Homeless Shelter

**Job Title: Executive Director**

**Supervisor: Full Board**



## Summary

The Executive Director, through executive management, will strengthen the overall organizational sustainability to effectively accommodate the region's increasing need for temporary housing and transitional assistance for the coming years.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned by the Full Board.

- Oversees the adequacy and soundness of the organization's financial structure. (25%)
  - Direct the development of program financial plans and budgets.
  - Submit annual budget to the Full Board for approval.
  - Maintain accurate records of donations, petty cash, and in-kind donations.
- Effectively plan and develop fundraising efforts for the Shelter (25%)
  - Effectively lead all fundraising projects organizing at least two major fundraising projects per year.
  - Network within the surrounding communities to generate new donor and partner relationships.
  - Assess all available grant opportunities for funding for the House of Hope.
    - Solicit input from the Full Board for areas of need.
    - Write grants and ensure that all reporting is submitted in a timely fashion.
    - Keep a log of all grant transactions.
- Represent the organization with participants, stakeholders, the financial community, and the public. (20%)
  - Establish and maintain an effective system of communications with the staff, board, donors, community stakeholders, and the general public.
  - Continue and expand partnerships with like-minded organizations to continue to expand a network of care for those experiencing homelessness in the region.
  - Ensure social media outlets are updated and maintained (Newsletter, website calendar, Facebook posts, and page monitoring.)
- Establishes current and long-range goals, objectives, plans, and policies, subject to approval by the Full Board. (10%)
- Oversees shelter management. (20%)
  - Supervise all employees.
  - Directly oversee shelter manager and assistant shelter manager.
  - Empower and train staff so they can effectively run the day-to-day operations of the shelter.
  - Act as primary human resource contact with the human resource committee of the board.
  - Direct all staff hiring processes.

## Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- **Job Knowledge** - Competent in required job skills and knowledge; exhibits the ability to learn and apply new skills; keeps abreast of current developments; requires minimal supervision; displays understanding of how job relates to others; uses resources effectively.
- **Use of Technology** - Demonstrates required skills; adapts to new technologies; uses technology to increase productivity; keeps technical skills up to date.
- **Communications** - Expresses ideas and thoughts verbally; expresses ideas and thoughts in written form; exhibits good listening and comprehension; keeps others adequately informed; selects and uses appropriate communication methods.
- **Leadership** - Exhibits confidence in self and others; inspires and motivates others to perform well; effectively influences actions and opinions of others; accepts feedback from others; gives appropriate recognition to others.
- **Managing People** - Includes staff in planning, decision-making, facilitating, and process improvement; takes responsibility for subordinates' activities; makes self available to staff; provides regular performance feedback; develops subordinates' skills and encourages growth; solicits and applies participant feedback (internal and external); fosters quality focus in others; improves processes, and services; continually works to improve supervisory skills.
- **Cost Consciousness** - Works within approved budget; develops and implements cost-saving measures; conserves organizational resources.
- **Diversity** - Shows respect and sensitivity for cultural differences; educates others on the value of diversity; promotes a harassment-free environment.
- **Ethics** - Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and principles; upholds organizational values.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

### **Education and/or Experience**

Baccalaureate degree, and experience in supervision of staff, fiscal management, and administration.

### **Acknowledgments**

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by the Full Board. This agency reserves the right to revise or change job duties as needed. This job description does not constitute a written or implied contract of employment. This is an employment-at-will position.

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Capital Development Services (CapDev) has been retained by House of Hope to assist with professional recruitment. Candidates should include a cover letter and a resume. All materials will be kept confidential. Additional inquiries may be directed to Amy Bridges at [search@capdev.com](mailto:search@capdev.com)