



Executive Director Position Profile

August 2021

Organization and Position Overview

The Homeless Assistance Leadership Organization (HALO) offers each person an opportunity to begin their journey from dependency toward self-sufficiency. We understand that each person that enters our shelter program comes with their own dreams, goals, and needs, and it is our goal to help them reach these goals safely. Homelessness is a very real issue for Racine County. Racine continues to have the highest unemployment rate and second highest child homelessness rate among Wisconsin cities. Last year, HALO served 700 individuals including 138 children, 58% under the age of six. With the current rate of poverty, 55 of every 10,000 Racine County residents will experience homelessness.

Since opening in 2005, HALO has helped over 2,000 adults return to stable housing with enough income and savings to support themselves. From day one, it was HALO's intent to not just shelter those in need, but to offer a clear path to self-sufficiency through individualized support. HALO is one of the few homeless shelters in Wisconsin offering intensive case management paired with a comprehensive network of supportive services from 90+ area agencies, available for new intakes 24/7. Understanding that everyone comes to HALO with their own individual story is vital to our ability to help them. HALO Case Managers help individuals experiencing homelessness to overcome barriers, develop goals and foster human connections for a successful transition from homelessness to independent living.

HALO is the difference between losing hope and having hope. HALO is dedicated to restoring dignity to those who feel they have lost theirs because they are temporarily experiencing homelessness. HALO's mission is to provide a pathway to self-sufficiency and housing stability for persons experiencing homelessness in Racine County. HALO operates three programs to fulfill its mission: shelter, supportive services, and housing.

HALO's vision is that all persons experiencing homelessness in Racine County will be provided emergency food, clothing, shelter, transitional and permanent housing, and supportive services through a collaborative structure that effectively coordinates services, shares information, increases funding, and eliminates duplication and gaps in services. Reporting to the Board of Directors, the Executive Director is the leader of the organization and has the responsibility for managing and directing HALO to achieve its goals.

To learn more, please visit: <https://www.haloinc.org/>.

Primary Duties and Responsibilities

Organizational Leadership and Board Governance

- Oversee the operation of HALO and its programs on a day-to-day basis.
- Promote HALO and its goals and objectives in the community.
- Establish current and long-range goals and objectives with staff and Board of Directors.
- Represent HALO in community efforts and organizations.
- Maintain a strong relationship with Continuum of Care organizations, other homeless providers, community partners, and community organizations
- Lead paid and volunteer staff.

Financial Planning, Management and Fund Development

- Ensure the adequacy and soundness of HALO's financial structure; Understand and analyze financial reports.
- Steward development of the budget in consultation with other staff to allocate funds, control costs and maintain operations at a level consistent with HALO guidelines.
- Head the establishment of fund development systems and procedures.
- Oversee grant writing process to raise funds from private foundations, corporations and government agencies.
- Lead continuous community fundraising efforts in partnership with private foundations, corporations, and individual donors to raise sufficient funds for financial sustainability.
- Plan and coordinate fund drives for special projects.
- Coordinate with community organizations to plan joint fundraising campaigns.

Programs and Services

- Oversee shelter and housing practices and procedures to ensure efficient and economical use of resources and proper operational capacity.
- Ensure staff and participant comments, considerations, and complaints are addressed in a timely and respectful manner.
- Ensure outcomes are measured and reported.
- Assess the need for new or revised programs and services that are relevant and cost-effective to enhance the potential for improved outcomes and address emerging needs of HALO clients.
- Maintain documents required by government regulations and other funders.
- Advocate for homeless men, women, and children in shelter and housing programs.
- Guide volunteer recruitment, retention, and activities.

Human Resources Planning and Management

- Oversee HALO's human resources activities.
- Ensure compliance with supervisory responsibilities in accordance with HALO's policies and applicable laws, including hiring, evaluating, and terminating.
- Set standards for and monitor conduct of employees to ensure that clients are treated fairly and with dignity.
- Identify training needs of staff and establishment of training plans to address needs.
- Understand and comply with laws and regulations of a nonprofit, and programs delivered by HALO.

Communication and Outreach

- Establish and maintain an effective system of communication throughout the organization, including the Board of Directors, staff, volunteers, and clients.
- Oversee marketing and public relations efforts.
- Represent the organization with major stakeholders and the public.
- Participate in community activities to develop opportunities to ascertain needs and assist clients.
- Create and convene, on a regular basis, a consumer advisory committee to ensure that the voice of those experiencing homelessness is heard and considered.
- Communicate effectively with diverse populations.

Qualifications

- Ability to cultivate and develop inclusive and equitable working relationships with clients, staff, volunteers, stakeholders, and community members.
- Extensive knowledge of shelter and housing programming involving persons experiencing homelessness.
- Experience working directly with people from diverse racial, ethnic, and socioeconomic backgrounds.
- Experience with finance management and fund development
- Bachelor's or other four-year degree necessary.
- At least 5 years' experience as a director, assistant director, or other high-level manager in an organization.
- Ability to operate in a dynamic, fast paced evolving environment.
- Proven leadership experience.
- Commitment to the core principles of diversity, equity, and inclusion.
- Experience working with a volunteer Board of Directors.
- Deep understanding of the needs of homeless individuals and families.
- Experience and competency with various computer software including Word, Excel, PowerPoint, Access, or equivalent.
- Non-profit or fund development experience and/ or certificate a plus.

Providing a pathway to self-sufficiency and housing stability for those experiencing homelessness in Racine County.

Instructions for Applicants

For full consideration, please email all items below, combined into one document, to HALO@leadingtransitions.com no later than **12:00 pm on August 16, 2021**:

1. Please submit a letter **describing your qualifications** for this Executive Director position, and a **description of your salary parameters**; addressed to: Mindy Lubar Price, Leading Transitions LLC, 1345 North Jefferson St., Suite 350 Milwaukee, WI 53202
2. A **detailed and updated resume**; and
3. The names of, your relationship to, and the contact information for, **three professional references**.

Please note:

- References will not be contacted until a candidate has been notified.
- All offers of employment are contingent upon clear results of thorough background checks.
- All inquiries and interactions with potential candidates are kept in strict confidence.

HALO is committed to equal employment opportunity. We will not discriminate against employees or applicants for employment on any legally-recognized basis [“protected class”] including, but not limited to: race; color; religion; genetic information; national origin; sex; pregnancy, childbirth, or related medical conditions; age; disability; citizenship status; uniform service member status; or any other protected class under federal, state, or local law.

In Wisconsin, the following also are a protected class: age [40 or over]; race; creed; color; disability; marital status; sex; national origin; ancestry; pregnancy, childbirth, maternity leave, or related medical conditions; arrest or conviction records; military service; sexual orientation; use or nonuse of lawful products off the employer’s premises during nonworking hours; Civil Air Patrol membership; genetic testing; and declining to attend a meeting or participate in communication about religious or political matters that are not required by law.

Leading Transitions is committed to the future vitality of nonprofit, philanthropic and community-centered organizations, and leaders. The firm’s inclusive and adaptable practices provide the flexibility necessary to adapt to the intricacies and dynamics of any organization or community.



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