

HOMELESS ASSISTANCE LEADERSHIP ORGANIZATION

EXECUTIVE DIRECTOR

Summary: HALO's mission is to assist those experiencing homelessness to regain self-sufficiency and housing stability. As HALO's leader, the Executive Director has the day to day responsibility for managing and directing the organization to achieve this mission.

Essential Duties and Responsibilities

As a full-time, exempt employee these activities will be performed directly by, or through staff under the direction of, the Executive Director. Other duties may be required, or be assigned by the Board of Directors.

General

- Provide leadership that advances a positive organizational culture.
- Create and deliver a day to day business plan that advances HALOS's current and long-range goals and objectives.
- Promote HALO, its mission, and its goals and objectives in the community
- Engage with donors, funders, community stakeholders, staff, and the Board of Directors to establish and maintain strong and supportive relationships.

Finance

- Develop a comprehensive budget which allocates funds, controls costs, and maintains operations at a level consistent with HALO guidelines.
- Manage HALO's assets and optimize financial operations.
- Analyze financial information, and report on revenue, expenditures, and trends in a timely manner.

Fund Development

- Develop and implement a strategic plan for fund development that increases revenue.
- Lead continuous fundraising efforts aimed at private foundations, corporations, and individuals to raise sufficient funds for financial sustainability.
- Draft grant proposals for a variety of funding sources, including government grants.

Program and Services

- Optimize the operational capacity of shelter and housing programs to ensure efficient service delivery, and use of resources.
- Implement procedures that effectively address client concerns in a timely and respectful manner.
- Assess the need for new or revised programs and services to address emerging needs of clients.
- Evaluate programs and services to assure they are relevant, cost-effective, and enhance the potential for improved client and organizational outcomes.
- Monitor programs to ensure they comply with contractual requirements, and that required documentation is maintained.

Human Resources

- Ensure productive and effective staff performance.
- Set standards and monitor conduct of employees to ensure that clients are treated fairly and with dignity.
- Identify training needs of staff and establish training plans to address needs.

Communication

- Maintain an effective system of communication throughout the organization, including the Board of Directors, staff, volunteers, and clients.
- Develop and implement marketing and public relations communication plans.
- Establish and convene on a regular basis a lived experience advisory committee to ensure that the voices of those experiencing homelessness are heard and considered.

Qualifications: The Executive Director must have a high level of skill in business management, including finance and fund development. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Education and/or experience:

- Professional Degree (MA, MS, MBA, JD) in management, business, law, finance, human services, or other relevant field.
- 10 years of experience in a relevant field with a minimum of 5 years of experience as a director, assistant director, or other high level manager in a non-profit organization.
- Combination of equivalent education and experience will be considered.
- Proven leadership experience.
- Positive working relationship with a volunteer Board of Directors.
- Active fund raising experience, including securing government/private grants in a non-profit setting.
- Proficient in reading and analyzing financial reports and records.
- Record of compliance with financial, grant, and nonprofit standards, requirements, and laws.
- Skill using various computer software or applications, including Word and Excel.
- Non-profit management or fund development certificate a plus.

Skills/abilities:

Strong writing skills related to grants, contracts or MOUs, promotional materials, and technical documents.

Ability to operate in a dynamic, fast paced evolving environment.

Ability to lead paid and volunteer staff

Ability to communicate with diverse populations.

Work environment/physical demands

There are no special work environment conditions.