JOB TITLE: EXECUTIVE DIRECTOR

REPORTS TO: Advisory Council Chair, (Oversight Fiscal Sponsor)
LOCATION: 1031 Franklin St, San Francisco, CA 94109
STATUS: Full time, Exempt

Job Summary:

The Executive Director (ED) is the key management leader of Project Homeless Connect. The ED is responsible for overseeing the administration, programs, and strategic vision of the organization. The ED duties include fundraising, community outreach, industry awareness, staff support, and staff/agency oversight.

Program Description:

Project Homeless Connect (PHC) strengthens and utilizes collaborations with city agencies, businesses and organizations to provide comprehensive holistic services, at special events and through continued care, for those who are at risk of becoming homeless, currently homeless or transitioning from shelter to permanent housing.

Organization Mission and Strategy:

- The ED works with the staff to ensure that the Mission is being fulfilled through program activities, strategic planning, and community outreach.
- Responsible for the enhancement of PHC’s image by being active and visible in the community and by working closely with other professional, civic and private organizations.
- Assure that the organization has a long-range strategy which achieves its mission, and toward which it makes consistent and timely progress.

Staff Management:

- Provide leadership to PHC staff to ensure quality programming and events as well as achieve PHC goals
- Create opportunities for staff appreciation and support
- Oversee leadership team and provide support and guidance
- Work with leadership team to create and approve policies and procedures
- Maintain an agency culture that attracts, retains, and motivates a diversity and quality.

Development & Financials:

- Create annual development plan
- Oversee annual budget
- Create, advocate for, and secure approval for annual public funding from city departments

Fundraising

- Work with Development team to implement research and grant writing
- Research and identify potential major individual donors
- Develop and manage sponsorships and relationships with donors
- Work with team to develop annual fundraising events
PHC Model:
- Ensure the PHC Model is implemented, ensuring quality programming program evaluation and effective systems
- Regularly evaluate program components to measure successes that can be effectively communicated to funders, the community, and other constituents.

Community:
- Work with Community and Volunteer team to create and give Public Speaking Engagements, Community Presentations to build awareness and understanding of Project Homeless Connect programs.
- Positively represent the organization at meetings and events related to homelessness, nonprofit work, or other connected causes.
- Attend networking events to continue the awareness and outreach of the organization, building and creating a strong community footprint for PHC.
- Develop positive relationships with key stakeholders and government agencies
- Maintain a working knowledge of significant developments and trends in the field.

General
- Represent PHC in positive manner
- Demonstrate leadership qualities, maintaining the vision and standards of PHC
- Be available to work some evenings and weekends as needed
- Perform other related duties as assigned

Competencies
- Communication, Written: Delivers written communications that have clarity and impact
- Communication, Verbal: Effective listener; clearly and thoughtfully communicates with others
- Reliability: Accountable; maintains focus; punctual; good attendance record; meets deadlines.
- Customer Service: Persists in efforts to solve issues; takes personal responsibility for customer service outcomes; responds quickly and effectively to requests
- Computer Proficiency: Computer-based skills; uses technology to enhance job performance.
- Teamwork: Accountable to team; participates effectively in group- and team-work.
- Tolerance for Stress, Ambiguity, and Change: Maintains composure; handles complex problems and change with minimal supervision; demonstrates flexibility and versatility
- Attention to Detail: Strives to eliminate errors; seeks opportunities to improve performance.
- Decision Making: Collects, organizes, and analyzes information before making decisions.
- Integrity and Ethics: Actively models the highest ethical standards; is honest and accountable; maintains confidentiality and appropriate boundaries at all times
- Accountability: Makes and meets commitments; accepts responsibility.
- Follow Through: Monitors and thoroughly addresses projects and tasks
• **Cultural Sensitivity:** Ability to work with a diverse population; open to different perspectives.

**Education & Experience**
• Master’s degree
• 3+ years of experience in social services (homeless services preferred)
• 3+ years staff management experience
• 2+ years managing a budget

**Knowledge**
• Strong proficiency with common office software and internet applications, especially Microsoft Office products and Salesforce
• Experience working successfully with issues of substance abuse, mental health, criminal background, and other potential barriers

**Comprehensive benefits package including:**
• Fully paid medical, dental and vision
• 401k and 3% employer match
• Fully paid basic life insurance, LTD, STD coverage
• 4 weeks paid vacation
• 12 paid holidays
• 4 floating holidays

**Equal Employment Opportunity**
Community Initiatives is an equal opportunity employer and gives consideration for employment to qualified applicants without regard to age, race, color, religion, creed, sex, sexual orientation, gender identity or expression, national origin, marital status, disability or protected veteran status, or any other status or characteristic protected by federal, state, or local law.