

Coburn Place Safe Haven

Job Title: Executive Director
Reports To: Board of Directors
Position Status: Full-time

Summary:

The Executive Director provides leadership and direction towards the achievement of the organization's, mission, core values, strategy, goals and objectives, plans and directs all aspects of the organization's policies and service delivery, is responsible for the short and long-term profitability of the organization, including oversight of budget, facility and fund development, and is the primary spokesperson for the organization.

Management: Leads program directors and staff to design and implement all aspects of program operations and initiatives, plans, coordinates and controls the daily operations of the organization, works with Board and staff to develop and implement a strategic plan.

Board and Governance: Develops a strong working relationship with the Board of Directors, develops and maintains an effective communication system throughout the organization, works closely with the Board Chair to ensure the success of all aspects of program operations, and with all Board committees, assists in recruiting and training new Board leadership.

Policy Development and Administration: Supports, oversees, advises and informs the Board of organization operations and interfaces between Board and staff, guides and articulates the policies, goals, mission and vision to staff, volunteers, funders, clients and the community, informs the Board of all business, technology, and regulatory issues and trends which may impact the organizations goals, executes the strategic plan as approved by, and under authorization from the Board.

Fiscal Accountability: Develops, recommends, and oversees the adequacy and soundness of the organization's financial structure for the Board's approval, develops and oversees annual budget, negotiates contracts with vendors and contractors, and ensures integrity of financial reporting by developing and implementing processes that ensure that the organization's operational goals are achieved in a timely manner and within budget.

Fund Development and Marketing: Works with the Board and the Development and Marketing Director on the creation and implementation of a strategic marketing and fundraising plan, identifies and cultivates relationships with volunteers, and individual and corporate donors, is recognized as the leader and spokesperson for the organization, assures the organization's mission, program and services are consistently presented in a positive manner to all relevant stakeholders and local media groups, as well as the community at large.

Personnel Management: Meets with the organization's employees frequently to ensure that operations are being executed in accordance with its policies, ensures that measurable standards of performance and expectations are clearly communicated to all employees, fosters fairness and maintains integrity with employees and contractual service providers, creates a positive work environment that will attract and retain talents, ensures that appropriate compensation and benefit programs are in place and being

administered properly, responsible for interviewing, hiring, training, planning, assigning, directing work, conducting appraisals and annual performance, rewarding and disciplining employees as appropriate, and addressing and documenting complaints.

Risks and Facilities: Works with Operations Director to oversee management and maintenance of the facility. Assess facility needs and strategies for successfully maintaining all aspects of the property and facility.

Qualifications/Knowledge/Skills/Abilities:

- Passion for Coburn Place Mission
- Minimum of 5 years experience in leadership/management role
- Minimum of a Bachelor Degree in related field, Advanced Degree preferred
- Strong leader
- Ability to communicate well with others
- Experience with direct management of employees
- Understands the sensitive nature of the work and can comply with a strict confidentiality policy
- Experience working with a diverse Board of Directors
- Fiscal management and oversight, including developing and implementing a budget, as well as analyzing financial reports
- Business Planning
- Experience with Low Income Housing Tax Credits
- Experience with Property Management
- Proven track record of fundraising and marketing
- Strategic Planning and implementation
- Innovation and creativity
- Problem solving abilities
- Flexible and adaptability to change
- Understanding of the dynamics associated with achieving consensus on major priorities and issues
- Ability to maintain fairness, generate enthusiasm, to be persistent and persuasive, act with integrity and discretion, and to build consensus while maintaining the support of major stakeholders
- Ability to present information to the Board, employees, media, stakeholders and the community
- Ability to negotiate contracts in the best interest of Coburn
- Experience with Human Services

If interested, please send a cover letter and resume to mosshs@aol.com, Attention: Heather Moss