



Community Homeless Solutions Job Description – Executive Director

OVERVIEW

The mission of Community Homeless Solutions is “Helping people transition to a better tomorrow.”
Community Homeless Solutions is a regional provider of comprehensive services to the homeless in Monterey and San Benito County, California

Position Summary: Under the guidance and direction of the Board of Directors, directs the daily management and supervision of staff, executes programs, and administration to ensure effective and efficient accomplishment of agency mission, goals, and objectives. Responsible for strategic direction and development of CHS and implementing strategic plan as developed by the Board of Directors. Financial stability and sustainability of the organization is a key responsibility of the Director.

Job Title:	Executive Director
This position reports to:	Board of Directors
Employment Classification:	Exempt
Work Hours:	Full-Time, 40 hours per week

ESSENTIAL FUNCTIONS:

- Implements policies, procedures, and strategic plan promulgated by the Board of Directors.
- Attends all Board meetings and executive & finance committee meetings.
- Communicates effectively with the Board, keeping the Board apprised of ongoing agency operations to include, but not limited to, staffing, finances, programs, funding, shelter and transitional operations, permanent supportive housing, agency finances to include providing the Board with regular, updated, accurate financial reports and interpretations thereof no less than monthly.
- Approves all requests for expenditures, oversees accounts payable and accounts receivable, maintains adequate internal control procedures, prepares agency annual budget(s), and acts as the agency liaison between the agency, auditor, and all funders.
- Acts as the contracting agent for the agency with Board approval for all major contracts and contract renewals.
- Supervises, guides, trains, and directs staff to include hiring and terminating (terminations subject to review by the Board's personnel committee).
- Ensures compliance with personnel policies, budgets, and Board directives. Counsels, coaches, and disciplines staff as needed to ensure performance standards and policy compliance.
- Conducts and/or ensures the completion of annual employee evaluations.
- Schedules required training, approves staff advancements and/or merit raises, etc.,
- Implements agency policies regarding discrimination, sexual harassment, drugs and alcohol, and other personnel regulations as deemed appropriate.
- Develops programs and services to be provided by the agency. Recommends any program implementations, changes, or discontinuances to the Board of Directors.
- Oversees fund development activities of the agency to include writing grant requests, responding to RFP's and NOFA's and other offers of financial support as necessary, monitoring/overseeing all grant contract compliance, donor development/stewardship, and events.
- Acts as the agency spokesperson or representative to other community boards, commissions, or activities requiring CHS participation.
- Maintains cognizance of issues of interest and importance to CHS' Mission as well as the Coalition of Homeless Services Providers (CHSP) and the broader continuum of care service providers in Monterey County.



- Schedules regular staff and team meetings to ensure continuity with CHS' (and other participating nonprofits') missions, objectives, and goals.
- Responsible for providing information, advice, and counsel to the President of the Board, Board Committees, and the Board of Directors in the creation of policies, programs, and strategic direction of the corporation.
- Responsible for administration of overall operation of the corporation, including: reviewing and evaluating the results of program activities, ensuring that continuing contractual obligations are being fulfilled; allocating resources for greater program effectiveness and efficiency; developing organizational and administrative policies and program objectives for Board consideration.
- Promotes an effective drug and alcohol-free work environment.
- Performs other responsibilities as assigned by the Board of Directors.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

• EDUCATION and/or EXPERIENCE:

Attainment of a BS/BA or other equivalent advanced degree in a related field and seven years of increasingly responsible administrative experience, at least five of which shall have been in a supervisory capacity. MBA, MSW degree(s) preferred.

• COMMUNICATION/LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, financial reports, legal documents, technical procedures, or governmental regulations; write reports, business correspondence, and procedure manuals; efficiently respond to questions from the Board of Directors, Advisory Councils, staff and members of the community; communicate effectively in both written and oral form; and, effectively present information to top management, public group, and/or board of directors and advisory councils. Bi-lingual in English and Spanish preferred.

• REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions; exhibit independent judgment in the development, implementation and evaluation of plans, procedures and policies; and interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Able to make recommendations to the Board regarding policy direction, strategies, key community relationships and funding priorities that are well thought out, supported with data, and strengthen the overall mission of Community Homeless Solutions.

• OTHER KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the principles and techniques of grant administration, contract administration and negotiation, community organization, fiscal and organizational management, principles and practices of marketing and public relations, ability to plan, direct and coordinate activities; negotiate and administer contracts; work with social services organizations, commercial vendors, government agencies, community groups and other organizations as necessary; communicate effectively in both written and oral forms; exhibit independent judgment in the development, implementation and evaluation of plans, procedures and policies.

EXPERIENCE, QUALIFICATIONS & COMPETENCIES:

1. Minimum of a B.S./B.A. degree from an accredited college or university. Advanced business degree preferred.

2. At least 5-years of demonstrated success in previous non-profit experience in a management position.



3. Ability to communicate clearly orally and in writing. Bi-lingual in English and Spanish preferred.
4. Computer literate. Working knowledge of Microsoft Office suite necessary for job performance.
5. Ability to work with people of diverse economic and ethnic backgrounds.
6. Possess appropriate leadership skills with effective management philosophy.
7. Ability to represent the agency in a knowledgeable and professional manner.
8. Ability to accept direction from the Board of Directors.
9. Ability to work flexible hours.
10. Possess a current California driver's license.
11. Ability to lift 30 pounds.

WORKING CONDITIONS:

Working conditions described here are representative of those that must be met by a CHS employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. Variations in conditions may occur under certain circumstances.

ENVIRONMENT:

- Approx. 100% of the time performing job duties is spent indoors, within a standard office environment.
- Approximately 60% of the time is spent on the computer.
- Employee works near office equipment and may occasionally be exposed to the risk of electric shock.
- Noise level in the work environment is usually moderate.
- The temperature of the work environment is moderate and ranges from 65 ~ 80 degrees.

PHYSICAL DEMANDS:

- Seldom (1~5%): smell, drive, and reach above shoulders
- Occasionally (6-33%): bend, twist, push, pull, climb, squat, crawl, kneel, and drive
- Frequently (34-66%): sit, reach with hands and arms; climb or balance; grasp with hands and fingers; and lift to 40 lbs.
- Continuously (67-100%): stand and walk; use hands to finger, handle or feel objects, tools, or controls; see (including close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus), hear and speak; key (i.e., computer, calculator, telephone); and lift (up to 10 lbs.).

MACHINES, TOOL AND EQUIPMENT:

- Seldom (1~5%): automobile
- Occasionally (6-33%): copier, fax, and 10-key calculator
- Frequently (34-66%): computer
- Continuously (67-100%): writing instruments and telephone



TRAVEL:

- This job may require minimal travel within close proximity to the regular assigned work location.
- Valid driver's license, proof of insurance, clean driving record, and ability to be insured by the agency's insurance carrier. Reliable transportation required.