



EXECUTIVE DIRECTOR

Family Promise of Lorain County invites applications for the position of **Executive Director**. This is a full-time, salaried position.

Family Promise of Lorain County, through its Interfaith Hospitality Network, enlists over 700 volunteers at approximately 25 congregations who provide shelter, food, and most importantly, hospitality to our homeless children and their families. Our Day Center, where guests receive intensive case management services, is located in Elyria.

The Executive Director is responsible for the overall management and operation of Family Promise of Lorain County, including asset protection, fundraising, and marketing, and public relations, while ensuring compliance with board directives and applicable grantor, federal and state requirements. The Executive Director will be visionary, creative, detail-oriented, analytical, collaborative and highly organized. He or she will be an exceptional communicator, professional in appearance and demeanor, with the ability to work well with a diverse population, including those across all socio-economic classes, faith traditions, and political affiliations.

Responsibilities:

- Lead and oversee the development, implementation and evaluation of all agency programs as well as new projects such as Family Mentoring, as determined by the Board of Directors.
- With the Board Treasurer, oversee all accounting functions including auditing, budgeting, financial analysis, capital asset, property management and payroll. With the assistance of the accountant, maintain and submit financial reports.
- Work with the Board of Directors to develop and implement a fund development strategy addressing donor development, fundraising events, grants management, public relations and marketing.
- Provide timely accountability reports and nurture long-term relationships with all funding sources.
- Recruit and develop new and existing congregation partners, communicate effectively and nurture relationships.
- Recruit, train and manage volunteers.
- Handle human resource management for Family Promise employees. Establish performance standards; perform timely employee appraisals, and facilitate conflict resolution. Meet all applicable employment laws.
- Assist in development of long-term organizational goals and objectives, as well as policies and procedures. Implement board-approved policies.
- Maintain and oversee data collection systems.
- Oversee collaborations with other community agencies and organizations. Attend community meetings representing Family Promise of Lorain County.
- Oversee the use and care of all agency facilities, ensuring proper maintenance, security, and improvements as necessary.
- Represent Family Promise as its spokesperson in a professional manner, promoting an effective, high-visibility, and positive public image of the agency and its mission.
- Perform a range of associated administration functions, as required.
- Respond to all agency emergencies as appropriate, including during "on-call" hours.
- Perform other duties as assigned.

Minimum Job Requirements

- Degree in public administration, social work, non-profit management, or related field. Masters degree preferred.
- Strong written and verbal communication skills, including the ability to make presentations, conduct training seminars, and represent the agency to the public and media.
- Demonstrated experience in organizational leadership, management, program/policy development and capacity building.
- Demonstrated experience working with community partners, corporations, foundations, volunteers and boards.
- Demonstrated success in fund development and financial management
- Demonstrated success writing and managing both foundation and government grants.
- Experience working with clients in crisis.

Knowledge, Skills and Abilities Required

- Ability to make administrative/procedural decisions and judgments with minimal supervision.
- Provides crisis intervention and handles emergency situations.
- Knowledge of social services procedures and standards, community health services and social service support agencies and networks, particularly those serving people in poverty and homelessness.
- Strong organizing and coordinating skills including project management, marketing and events.
- Ability to work effectively with a wide range of constituencies in a diverse community
- Strong written and oral communication. Writes and speaks with correct grammar and punctuation.
- Knowledge of basic computer programs including Microsoft Office, email, and database management.
- Demonstrated ability to work as part of a multidisciplinary team.
- High level of maturity and responsibility.
- Travel to local outreach locations on a regular basis.

Typical Conditions of Employment

- CPR certified.
- Criminal background check.
- Ability to be bonded.

Typical Working Conditions and Physical Effort

- Moderate physical activity. Requires handling of average-weight objects, standing and/or walking for short periods of time.
- Ability to drive a 14 passenger van if drivers are unavailable.

The Executive Director is expected to be on call outside of regular business hours to handle emergencies, and on occasion, may be required to work additional hours as necessary to fulfill position requirements.

How To Apply

Send resume and cover letter including salary requirements to Family Promise of Lorain County, Attn: Search Committee, PO Box 179, Elyria, OH 44036 or email to info@familypromiselorainco.org. Contact Cindi at (440) 315-9710 with questions. NO WALK-INS PLEASE.