

JOB TITLE: Mid Florida Homeless Coalition Executive Director

POSITION REPORTS TO: Mid Florida Homeless Coalition Board of Directors

SUPERVISORY RESPONSIBILITIES: HMIS Administrator, PATH Director, Business Administrator, Housing Locator, CAS Lead Navigator

**POSITION SUMMARY:**

Provide leadership and support for lead agency on homelessness, serving as a Continuum of Care for state and federal funds, improving system capacity to provide best practice services focused on making homelessness rare, brief, and nonrecurring. Overseeing all aspects of the fiscal aspects of the organization including oversight of sub- grantees. Working with the Board of Directors as well as the Governing Board to meet the organizational goals as well as the goals of the Continuum of Care.

**ESSENTIAL FUNCTIONS:** The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position. The person in this position will demonstrate the ability to maintain and strengthen networks within the community by nurturing constructive working relationships with governmental and private funding sources, social service agencies, health care providers, law enforcement agencies, community and business leaders and groups, faith-based organizations, housing agencies and public officials.

Must possess excellent verbal and written communication skills, and ability to write grants. Must possess high performance computer skills including word processing, spreadsheets, databases, print/graphics, PowerPoint, e-mail, etc. Ability to function as a member of a team. Ability to develop and maintain good working relationships. Must have financial skills to be able to assist in developing and monitoring the agency budget, ensure proper accounting practices are used internally, manage multiple grants, and manage pass-through grants.

**RESPONSIBILITIES:**

The Executive Director is responsible for:

- 1) Developing, enhancing, and/or maintaining effective and collaborative partnerships with community agencies and leaders, HUD, State of Florida, Citrus, Hernando, Lake, and Sumter Counties and Cities as Lead Agency in the Continuum of Care.
- 2) Managing and maintaining the MFHC Coordinated Assessment and Strategic Planning processes to ensure that all interventions and supports are handled in alignment with a Housing First philosophy and in accordance with funding commitments.
- 3) Writing grants, developing Requests for Proposals, and developing scoring criteria for Proposals.
- 4) Managing Grant activities including the HUD CoC NOFA, TANF, ESG, and Challenge Grants, as well as periodic local and private fundraising activities.
- 5) Managing requisite monitoring, reporting and reimbursement and audit requirements for awarded Grants.
- 6) Managing the annual Point-in-Time-Count process, ensuring that the Housing Inventory Count process and HMIS reporting is performed to a high standard.
- 7) Identifying and avoiding duplications of efforts
- 8) Defining Performance Measures and collecting detailed data to measure progress and communicating said results to existing and potential funding sources.
- 9) Expanding revenue sources to increase capacity via grant writing, fundraising, and match/leveraging.
- 10) Providing support to the Board of Directors in the conduct of their fiduciary responsibilities through open and timely reporting and effective communication.
- 11) Providing leadership in the development and monitoring of the annual budget, comprehension of financial statements, comprehension of tracking of grants and match requirements.
- 12) Providing appropriate staff supervision.
- 13) Maintaining high standards through adherence to policies that reflect fairness, transparency and accountability.
- 14) Coordinating and implementing effective public relations strategies and programs using appropriate channels such as website, newsletters, media releases, social media, etc.

15) Advocate for improvements in housing including support development of affordable housing in all its forms, liaison with Public Housing Authorities and participate in Affordable Housing Advisory Committees.

16) Monitoring and supporting legislative and legal actions which may impact the homeless, agencies who serve the homeless and advocate for legislative policies that prevent homelessness and support returning the homeless to maximum self-sufficiency.

#### KNOWLEDGE AND JOB SKILLS:

Ability to make independent decisions and act as a valued team player

which may affect the operation. Time management, organizational, multi-tasking, and flexibility are fundamental to satisfactory job performance. Financial competency and computer knowledge are required. High degree of organizational and interpersonal skills. Must be able to process high level of confidential information. Must be highly proficient in computer skills including Word, PowerPoint, Excel, databases, and Internet. Requires excellent customer service rapport and willingness to assist fellow workers and participant inquiries. Good, sound judgment is integral to the security, confidential and satisfactory job performance. Able to make sound, independently based decisions quickly when necessary, weighing the impact of the action from an agency and financial perspective. Courtesy, flexibility, reliability, responsiveness, affective communication abilities, interpersonal skills, self-management, thinking skills, compliance, leadership, linking/networking, financial management, management of information, organizational participation, and safety customer focus.

#### Education and Experience:

- Minimum Bachelor's degree in public administration, nonprofit management, or social services or related field and five years' experience in a leadership position. Consideration will be given for equivalent experience in lieu of a degree.
- Knowledge of HUD, SAMHSA, Florida state, and local grant funding requirements
- Experience working with at-risk and highly vulnerable individuals and families by providing timely assessments and appropriate diversions and interventions.
- Experience in managing, monitoring, and evaluating outcomes-based program

- Knowledge of Florida and Citrus, Hernando, Lake, and Sumter Counties Social Service Agencies and the approach to homelessness is preferred.
- Proficiency with office technologies (e.g., Word, Excel, PowerPoint) and knowledge of QuickBooks is preferred.
- Knowledge of HMIS is preferred, but not a requirement.

Personal Qualities:

- Highly professional demeanor and ethics Respectful and fair to all.
- Ability to communicate effectively and sensitively with funders, community leaders, staff, other agencies, partners, and the public in both written and verbal form good listener.
- Detail-, quality-, customer-, deadline- and results-oriented skilled at multitasking, strong organizational skills.
- Ability to be flexible, work independently, be resourceful, and take initiative.
- Calm, level-headed, tenacious, and persevering.
- Committed to continuous Improvement and implementation of Best Practices.

Skills Required:

- Knowledge of homelessness system of care including providers, best practice interventions, and benchmarks for performance.
- Knowledge of non-profit organizations, methods, and techniques of program planning, and evaluating program needs, effectiveness, and outcomes/results.
- Consensus building and partnership development.
- Excellent oral and written communication.
- Strategic planning and project management.
- Analytical and organizational skills and creative problem-solving.
- Fundraising, grant-writing, and grant administration.
- Initiative, dependability, and accuracy.
- Flexibility a must, and humor a plus.