

Columbus Coalition for the Homeless

Position: Executive Director  
Effective Date: (as soon as available)

I. Overview:

This is a complex and challenging position that requires a broad range of skills necessary to lead a small, non-profit organization. The primary responsibility of the Executive Director is to carry out the mission of the organization by implementing the policy, goals and objectives set forth by the Board of Directors. The qualified candidate will possess excellent communication, fundraising and management skills, supervisory experience, knowledge of poverty and homeless issues. The Executive Director must also demonstrate a capacity to be innovative and forward thinking. Core competencies desired include, program development, fundraising, financial management, staff supervision, and the ability to develop and grow the CCH organization into one that viable, respected, and plays a meaningful role in the community. The Executive Director serves at the sole discretion of the Board of Trustees and reports directly to the Board.

I. Minimum Requirements:

Bachelor's degree in social work, counseling, or related field with 5 years experience in management and supervision required. Knowledge of homelessness, poverty, mental illness, substance abuse, and/or other disenfranchised populations is a must. Background and/or licensure/certification in health, mental/health, chemical dependency, public policy, community development, employment services, or other social service operations preferred.

II. General Responsibilities:

- a) Fundraising – Contacts individual and corporate donors and potential contributors, researches grant opportunities and writes grant applications; creates and implements annual fundraising plan.
- b) Financial Management - Creates annual budget, creates monthly financial, manages payroll and accounts payable. issues reports to the Board's Finance Committee. Assures the implementation of financial systems, checks and balances and appropriate audits.
- c) Personnel and Supervision - Oversees the management of the organization's personnel; and insures personnel matters are conducted according to applicable legal statutes.
- d) Program Development - Supervises and manages all program activities, and assures evaluations to assess program performance outcomes. Implements appropriate tools to determine effectiveness of individual programs and overall organization performance.
- e) Planning - Implements the organization's Strategic and Fund Development plans.

f) Monitoring and Reporting - Prepares documents and gives monthly reports at Board Meetings to keep Board informed of the organization's activities, challenges and successes. Assures that the organization conforms to all local, state, and federal statutes and maintains standards set forth by independent certification bodies. Implements a Continuous Quality Improvement system and follows feedback offered by information generated by CQI reports.

g) Designs, implements, and modifies a Continuous Quality Improvement system that incorporates consumer, provider, board, and other stakeholder input and feedback to ensure quality policies, procedures, and practices, to accomplish the mission.

#### IV. Specific Duties and Responsibilities:

The Executive Director will work with the Board of Directors to meet the following primary goals:

- a) Create and develop diversified sources of funding
- b) Develop and maintain the organization's programs and services such as the as they evolve.
- c) Support the organization's events such as the Annual Forum, Homeless Memorial, Mother's Day Brunch, Annual Membership Meeting and other activities to promote knowledge and information about homelessness
- d) Support the organization's Monthly Membership Meetings and advocacy efforts.
- e) Create and maintain a strong volunteer base to assist in carrying out the organization's objectives
- f) Collaborate with existing homeless advocates, service organizations and community groups to assure the highest quality of services to homeless persons and to assure that the civil rights of homeless persons are secure
- g) Increase public awareness, understanding and support of the Coalition and homeless issues through relationship development, speaking engagements, committee participation and written materials.
- h) Other duties as assigned by the Board of Director

Columbus Coalition for the Homeless  
Priorities and Goals for  
Executive Director  
Year I

Introduction:

The Columbus Coalition for the Homeless is in search of an Executive Director who will spend his/her first year of employment learning about the organization, understanding its community partners and developing new relationships for the purpose of raising funds. The individual selected for this position will have as his/her primary goal to raise a sufficient amount of money within a 12-month period to support this position for second and/or subsequent years.

This document is being prepared so that the Executive Director fully understands the goals for the position and the priorities set forth by the Coalition's Board of Directors. These priorities and goals are as follows:

1. Fundraising; raising no less than \$50,000 of new money in a 12-month time frame.
2. Secure minimum of 10 corporate sponsorships yield an average amount of \$5,000.
3. Secure financial contributions from at least 50 new donors.
4. Submission of at least 6 grant applications for funding
5. Increase by 5% Coalition membership dues over that raised in 2009.
6. Increase by 5% revenues beyond those generated respectively in 2009 by The Forum and Unsheltered Life

Should the Executive Director reach or exceed the monetary amounts noted above, he/she will be reimbursed accordingly:

Generating income in an amount equivalent to the Executive Director's first year salary will result in a continued financial package provided in the first year.

- a) A 10% salary increase if the revenues produced reach \$75,000 or more and;
- b) A 20% salary increase if the revenues yield \$100,00 or over.