

## Executive Director Job Description

**Job Title:** Executive Director for Family Promise of Clark County

**Status:** Full-Time/Exempt. This position requires weekend and evening program commitment availability.

**Salary and Benefits:** \$65,000 - \$75,000 Commensurate with experience.

**Work Location:** Based in Camas, WA with travel required throughout Clark County.

**Supervision:** The Director reports to the President of the Board of Trustees.

**Family Promise of Clark County Website:** <https://www.familypromiseofclarkco.org/>

### Introduction:

FPCC is currently looking for an Executive Director with a can-do positive attitude, and strong management, program administration and community relations skills, who is passionate about serving the community and will provide direction and leadership toward the achievement of the organization's mission, goals and objectives as a human services agency. The focus of the position is to continue operational stability, program quality and inspiring partners, funders and staff. The position is responsible for accomplishing objectives through staff which they hire and determine responsibilities. The ideal Executive Director will be a personable and enthusiastic individual interested in community networking and relations. S/he will be comfortable working with and through the interfaith Hospitality Network model, empowering, motivating and managing volunteers from a variety of faith backgrounds.

### Position Objective:

This position will provide visionary and collaborative leadership to manage the evolution of programs, operations and funding created by the agency's visibility and growth. This position will coordinate and direct all programs for FPCC. The primary responsibility is to carry out the mission of the organization on a daily basis; abiding by the stated objectives of the Board, its By-laws, and its strategic plans, goals and objectives. This responsibility includes oversight of the case management to homeless families in our care as guests in our programs and coordination of all the program components of the Hospitality Network – host congregations, volunteers, referring and supporting agencies, day center and transportation – for the effective provision of services to homeless guests.

### Minimum Qualifications:

- Bachelor's Degree in social work, nonprofit management, public administration or related field. Master's degree strongly preferred.
- Strong written and verbal communication skills, particularly public speaking ability.
- 3-5 years of experience working in non-profit management, leadership and supervision.
- Demonstrated experience working collaboratively with community partners, volunteers, corporations, and boards.
- Demonstrated cultural competency in working with, training and managing volunteers from a variety of faith traditions.
- Skills and experience in fund development and financial management.
- Knowledge of homeless service provision models and programming, local, state and federal housing authorities, social service agencies and general assistance programs.
- The ability to think creatively and entrepreneurially – we are constantly looking for ways to better our service provision and expand our impact.
- Maturity, a sense of humor, compassion and empathy for our guests and an ability to relate to individuals from many different racial, ethnic, religious and class backgrounds.

**Essential Functions and Responsibilities:**

- Administration and oversight of all of the components of the FPCC program including, but not limited to guest family intake and case management, Day Center operations, staff, and Hospitality Network.
- Work effectively with the Board of Trustees and contribute collaboratively to committee work as necessary.
- Provide the Board of Trustees and all of the board committees with information, guidance, and support that leads to the development and implementation of effective planning and policies.
- Assist the Finance Committee in the development of annual operating budgets and management of operating expenses.
- Assist the board in developing and implementing the plan for establishing/growing funding streams including grants/foundations. This also includes assisting with developing contacts into prospective donors, conducting site visits, and giving group presentations.
- Oversee the collection and maintenance of donor information, and responsibility for donor acknowledgement.
- Develop and maintain an effective and dedicated crew of volunteers.
- Develop and implement plans to communicate regularly with FPCC audiences (internal and external) via FPCC's website, social media, newsletters, press releases and emails.
- Oversee the content and design of all print and electronic communication material (consistent with the organization's brand).
- Promote an effective, high-visibility and positive public image of the agency and its mission. Represent the agency as its spokesperson in a professional manner with faith communities, community agencies/organizations, coalitions, individuals and the community-at-large in all relevant public and media venues and appearances.
- Work collaboratively with staff at St. Thomas Catholic Church to support our tenant relationship.
- Be on call for emergencies as needed.

**Additional Requirements:**

- Able to lift up to 30 pounds (i.e. accepting donated items at the shelter, assisting a family with moving belongings when they return to housing etc.).
- Knowledge of basic computer software (Microsoft Suite) and electronic communication tools.
- Possess and maintain a valid driver's license, personal vehicle, acceptable auto insurance coverage, and an acceptable driving record.
- Ability to pass criminal background check and drug test.

**Interested applicants need to submit cover letter, resume, and three professional references to [hr@familypromiseofclarkco.org](mailto:hr@familypromiseofclarkco.org)**