



Job Title: Interim Executive Director

Type of position: Full time temporary position

Job Description:

Family Promise (FP) of San Gabriel Valley an Affiliate of Family Promise, Inc., seeks an Interim Executive Director (ED) with **nonprofit leadership experience** and the ability to lead this Affiliate in achieving key milestones to build capacity and enhance services for families experiencing or at risk for homelessness.

The Interim ED will provide day-to-day management of FP of San Gabriel Valley, helping the Board address important systems and capacity issues, and laying the groundwork for permanent leaders' success.

Priority areas to be addressed include:

- leading Board restructuring, recruitment, retention, training, advisory committees, and operations
- strengthening relationships among Board, staff, volunteers, and community partners
- analyzing and developing strategic plans regarding asset management and fund development
- developing/enhancing communication/PR/marketing strategy

FP of San Gabriel Valley's objective is to support and empower families experiencing homelessness (guests), leading them to sustainable housing and long-term independence by developing partnerships with area congregations and local agencies. Additional interim ED responsibilities may include:

- representing FP of San Gabriel Valley at professional and community meetings, utilizing strong public speaking and networking skills
- working closely with the Board
- organizing and managing the Day Center
- maintaining communication approaches to keep Board members, volunteers, and donors engaged
- maintaining funding through grants and fundraising activities
- managing:
 - financial records
 - recordkeeping systems for families, donors, and volunteers
 - compliance with grants and reporting systems
 - operational duties as instructed by the Board
- responding to on-call emergencies as needed



Education and Experience:

Required:

- Experience leading a social service agency or nonprofit
- Experience with Board development
- Strong public speaking, networking, and interpersonal communication skills
- Proficient computer skills and in-depth knowledge of relevant software

Preferred:

- College degree in Social Work or related field

Compensation:

Total compensation package valued from \$85,000 to \$90,000 commensurate with experience.

Interested Candidates:

Please email your resume to julie.sorensen@familypromisesgv.org