

Florida Coalition for the Homeless Executive Director Job Description

The Executive Director is an independent contract position responsible for being the key management leader for the Florida Coalition for the Homeless (FCH). The Executive Director is responsible for overseeing the administration of the organization and ensuring that the mission is carried out successfully. Other key duties include fundraising, marketing, and community outreach.

GENERAL RESPONSIBILITIES:

1) Board Governance: Works with board in order to fulfill the organization mission.

- Responsible for leading FCH in a manner that supports and guides the organization's mission as defined by the Board of Directors.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

2) Financial Performance and Viability: Develops resources sufficient to ensure the financial health of the organization.

- Responsible for the fiscal integrity of FCH, to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
- Responsible for fundraising and developing other resources necessary to support FCH's mission.

3) Organization Mission and Strategy: Works with board to ensure that the mission is fulfilled through advocacy, strategic planning and education.

- Responsible for implementation of FCH's **two core goals of advocacy and education** that carry out the organization's mission.
- Responsible for participating in strategic planning to ensure that FCH can successfully fulfill its Mission into the future.
- Responsible for the enhancement of FCH's image by being active and visible in the community and by working closely with other professional, civic and private organizations throughout the state.
- Responsible for membership engagement, recruitment, and retention.

4) Organization Operations. Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.

- Responsible for effective administration of FCH operations.
- Responsible for the recruitment and retention of competent, qualified volunteers and employees, if applicable.
- Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.

PROFESSIONAL QUALIFICATIONS:

- Bachelor's degree required; Master's preferred in human services, business, or other related field.
- Proven track record of transparent and high integrity leadership
- Five or more years senior nonprofit management experience or other relevant experience related to homeless services or advocacy

TYPE:

Independent Contract position

COMPENSATION:

Commensurate with experience

RESPOND:

Please forward your resume and cover letter to info@fchonline.org