

ANEW PLACE

Come as you are. Start anew.

Position: Executive Director
Reports to: Board of Directors
Updated: August 2023

Mission

Our mission is to provide a holistic continuum of services for the homeless, centered in love and dignity that foster growth, cultivate community engagement, and provide tools for lifelong change so that each person may start anew.

Vision

We envision a community in which love and dignity break down the barriers facing the homeless so that each person, no matter their history, has the opportunity to start anew.

The Executive Director is the Chief Executive Officer of ANEW Place. The Executive Director reports to the Board of Directors and is responsible for the organization's consistent advancement of its mission and financial objectives. This position is a full-time, exempt position.

Major Functions:

- Assures that the organization has a long-range strategy that advances its mission.
- Leads the Executive Team to manage the organization's daily operations and strategic planning.
- With the Board Chair enables the Board to fulfill its governance function.
- Provides management, direction, and leadership toward achieving the organization's philosophy, mission, strategic priorities, and annual goals.
- Provides leadership in developing programs, organizational and financial plans and policies with the Board of Directors and staff and carries out plans and policies authorized by the Board.
- Promotes active and broad participation by volunteers in all areas of the organization's work.
- Maintains official records and documents and ensures compliance with federal, state, and local regulations.
- Maintains a working knowledge of significant developments and trends in the field.

Operational Management and Program Oversight:

- Oversees the organization's efficient and effective daily operation and its facilities.
- Keeps the Board fully informed on the condition of the organization and all

important factors influencing it.

- Drafts policies for the approval of the Board and prepares procedures to implement the organizational policies; reviews existing policies on an annual basis and recommends changes to the Board as appropriate.
- Oversees the planning, implementation, and evaluation of the organization's programs and services, ensuring that all activities contribute to the organization's overall mission.
- Continually tracks and provides ongoing evaluation of program effectiveness to modify and update program offerings to respond to changing client needs effectively.
- Identifies and promotes best practices in serving the homeless population with professionalism, compassionate care, and excellence.
- Ensures confidentiality of all personnel, client, donor, and volunteer information and records.

Community Relations and Advocacy:

- Assures that the organization and its mission, programs, and services are consistently presented in strong, positive messaging to all relevant stakeholders.
- Raises the organization's visibility through the development and implementation of a sustainable marketing campaign.
- Builds on working relationships and collaborative partnerships with community groups (especially those working on ameliorating homelessness), churches, and organizations.
- Represents the organization's programs and point of view to agencies, churches, media, ANEW Place's neighbors, and the general public.
- Serves as a public advocate, involved in community issues relevant to the organization's mission on the local and state level.

Human Resources Management:

- Responsible for the recruitment, employment, and release of personnel, both paid staff, and volunteers.
- Effectively manages the organization's human resources, according to the authorized personnel policies and procedures.
- Ensures job descriptions are developed, that regularly performance evaluations are held, and that sound human resource practices are in place.
- Encourages staff and volunteer development and ongoing training.
- Maintains a climate, which attracts, retains, and motivates a diverse staff of high-quality individuals.
- Fosters a healthy organizational culture, which encourages teamwork and collaboration.

Fiscal Management:

- Responsible for developing and maintaining sound financial practices.
- Develops and implements a budget plan in collaboration with the Treasurer, and the

- Board and ensures that the organization operates within budget guidelines.
- Develops and implements a comprehensive fundraising program including unrestricted, restricted, and endowment giving.
 - Responsible for submitting appropriate reports to Federal, State, and private funding sources in a timely manner.
 - Ensures that adequate funds are available to permit the organization to operate sustainably, including submitting proposals/requests either in writing or in person.
 - Executes legal and financial documents jointly with designated officers of the Board of Directors.

Qualifications:

- Five years of nonprofit management or professional leadership experience with a budget of \$1 million or more and a staff of at least 5.
- Undergraduate degree required. Master's level and above appreciated.
- Passion for the mission of ANEW Place and affinity for working with a faith-based nonprofit.
- Demonstrates compassion for low-income individuals and excellent understanding of issues pertaining to those affected by poverty and homelessness.
- Excellent organizational development, interpersonal, marketing, communication, administration, and personnel management skills are essential.
- Proven skills in fiscal management, strategic planning, and program development.
- Strong verbal and written communication skills, including public speaking and grant writing.
- Strong conflict resolution and decision-making skills.