

Job Description (updated 1/17/23)

Position Title: Executive Director **Classification:** Full-Time, Exempt **Supervisor:** President, Board of Trustees

Summary:

Under the general supervision of the Board of Trustees of Family Promise of Beaufort County, direct the overall operation of the agency and its mission.

Responsibilities:

- Oversee the day to day operations of Family Promise.
- Provide leadership in developing programs, organizational structure and budget preparation and ensure the organization operates within budget guidelines.
- Develop and implement a fundraising strategy to secure on-going financial support from individuals, foundations, government, congregations and local businesses.
- Assist with all recruitment, support activities, and maintain engagement for our congregations.
- Actively participate in all fundraising activities/events.
- Assure the organization is appropriately staffed. (hire, supervise, counsel, and terminate employees.)
- Develop, write and track proposals and reports for foundations, corporate and government grants.
- Develop and execute a marketing plan in collaboration with the Marketing Committee.
- Actively raise awareness of the organization, its mission, and successes through media and public speaking opportunities.
- Establish relationships and develop partnerships and/or collaborative efforts with the professional, service, civic, business, and faith-based community that support the fiscal and programmatic goals of the organization.
- Assure the office and mechanical equipment is properly maintained.
- Maintain a working knowledge of significant trends and developments in the field of family homelessness, poverty, and affordable housing.
- In collaboration with the Case Manager, assure a full census is maintained, families are abiding by the program guidelines, and all infractions and issues are addressed in a timely manner.
- Serve as the point of contact and on-call manager in the absence of the Case Manager.
- Perform other reasonable related duties and responsibilities, as required.

Qualifications:

- Experience with fiscal management, Profit & Loss Statements, Budgets, and QuickBooks
- Excellent written and oral communication skills
- Strong computer skills to include Microsoft Office Applications
- Strong conflict resolution skills
- Ability to communicate effectively with a diverse population
- Bachelor's degree in Human Service Administration or related degree
- Five years working in a leadership role in the Non-Profit sector (experience with the homeless community, is preferred)
- Experience working with Board of Trustees of a Non-Profit organization
- Five years of supervisory experience
- Successful track record in major gift development
- Previous work experience in community networking, grant writing, and budgeting, is preferred

The ideal candidate will have experience in the non-profit sector and especially in a homeless shelter.