

## New Jersey Coalition to End Homelessness

### JOB POSTING

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**JOB TITLE:** Executive Director

**SALARY RANGE:** \$80,000 – \$100,000

**STATUS:** Exempt position

**CLOSING DATE:** January 15, 2012

### I. MISSION STATEMENT

The New Jersey Coalition to End Homelessness (the “Coalition”) is a statewide non-profit with one mission: to eradicate homelessness in New Jersey. Toward that end, the Coalition will advocate, educate, organize and, if necessary, litigate for emergency and permanent solutions to homelessness.

### II. VISION STATEMENT

We believe in a New Jersey where no one is forced to sleep outside and where every man, woman and child lives in safe, affordable housing. The Coalition will work with its partners throughout the State until that vision becomes a reality.

### III. THE POSITION

The New Jersey Coalition to End Homelessness (the “Coalition”) is currently seeking a dynamic and passionate founding Executive Director to lead and launch the establishment of the organization. The Executive Director will develop, coordinate, and implement a comprehensive strategy to prevent and end homelessness throughout New Jersey. The Executive Director will lead staff and community partners in homelessness prevention, systems change, advocacy for clients served, community education, media relations, comprehensive planning, coordination of programs and support to its partners. Reporting directly to the Board of Trustees (the “Board”), the Executive Director will be responsible for managing the day to day operations of the Coalition, directing and coordinating the work of staff, serving as primary spokesperson, and overseeing the organization’s fundraising functions.

### IV. KEY RESPONSIBILITIES

#### Leadership

- Exhibit a passion for and dedication to the advancement of the Coalition’s mission and vision.
- Partner with the Board to create a focused, results-oriented strategic plan which will outline the programs, policies and procedures to carry out the

mission/vision of the Coalition. Lead the implementation and administration of the plan and the ongoing assessment of performance.

- Serve as chief spokesperson and advocate for the Coalition.
- Represent the Coalition in its community involvement, including cultivation and maintenance of key relationships with relevant government agencies and partner organizations. Monitors agreements and keeps all parties abreast of NJCEH plans, activities and progress.
- Attend and participate in professional group meetings: stay abreast of new trends and innovations in the field of social and public issues on poverty and homelessness.

### Operations and Fiscal Oversight

- Oversee the development and implementation of work plans that are aligned with the Coalition's overall strategic priorities
- Ensure that the Coalition has adequate funds to meet its short and long-term goals.
- Working with the Board's Finance Committee, oversee and participate in the development of the annual budget; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary. Keep Board informed of progress in meeting budget guidelines.

### Fundraising and Community Relations

- Oversee and support the creation of a comprehensive development plan, leading to a broader and more diverse funding mix.
- Serve as the strategic partner for development efforts, including foundation, corporate and individual donor cultivation and solicitation
- Prepare grant and funding proposals, maintain and enhance relationships with existing donors and ensure compliance with funding agency grant policies, procedures, rules and reporting requirements.
- Engage Board in targeted and meaningful fundraising endeavors.
- Identify changes or trends in the communities/populations served by the Coalition.

### Personnel Management

- Manage the human resources of the organization, including selecting, training, motivating, and evaluating assigned staff, volunteers, and interns. Including assigning tasks, resolving conflicts, establishing performance standards according to federal and state laws and internal policies pertaining to the hiring, supervising and evaluation of personnel.
- Ensures that the Coalition has a sound organizational structure that is aligned with the priorities set out by the Board.
- Facilitate and model on-going open communication between staff and Board.
- Cultivate a climate that invites and inspires top quality staff and volunteers.

### Board Engagement

- In conjunction with the Board, help develop and support a strong and diversified Board of Trustees; serve as ex-officio member of each board committee,

- Serve as the primary conduit between Board and the Coalition's staff, volunteers, supporters and donors.
- Provide Board with the information, counsel, reports, tools and resources that will enable it to govern and support the Coalition effectively, including advising the Board on relevant legal and industry changes/trends.

## **V. SKILLS AND EXPERIENCE**

The ideal candidate for this position will have a demonstrated commitment to social justice and to ending homelessness. She/he will also bring a variety of experiences and attributes including:

- Strong interpersonal and relationship building skills including strong political sensibilities
- Superb organizational skills and the ability to make creative, independent judgments and/or take appropriate timely action
- Excellent verbal and written and communication skills to establish and maintain partnerships and effectively administer programs
- Knowledge of regulations, principles, operations, services and activities related to the cause and eradication of homelessness preferred. Knowledge of, or ability to quickly learn, pertinent Federal, State and local laws, codes, and regulations is also necessary
- An appreciation for collaboration and transparency, combined with the ability to make tough, timely decisions when needed
- Proven experience in staff supervision, fundraising strategy creation and implementation
- Budgeting and financial management experience
- An ability to advocate and negotiate strategically and effectively with a wide range of people in a variety of settings
- Experience working for and in partnership with nonprofit Board of Directors
- Occasional mentoring, presentation/teaching skills
- Must read, speak, write and understand English to work effectively with staff, community partners, and clients
- Math and strong analytical skills required to manage organizational budget and to collect and analyze statistical data
- Computer and analytical are skills necessary to perform job duties
- Bachelors Degree required, with an advanced degree in social services, nonprofit management, public policy, public administration, business, law or other relevant field preferred
- 6 years of increasingly responsible experience in a relevant setting including at least 3 years in a supervisory role or equivalent
- Valid driver's license and access to automobile
- An ability to foster energy, hope, compassion and good humor in a challenging environment

## **VI. HOW TO APPLY**

The New Jersey Coalition to End Homelessness is an equal opportunity employer and encourages applications from all qualified persons, including people of color, persons with long term disabilities, and gay, lesbian, bisexual and transgendered individuals. All interested persons should send resume, writing sample, and the names and addresses of at least three work related references to [edposition@njcoalitionhomeless.org](mailto:edposition@njcoalitionhomeless.org)