



TREASURE COAST HOMELESS SERVICES COUNCIL (TCHSC) EXECUTIVE DIRECTOR JOB DESCRIPTION

POSITION: EXECUTIVE DIRECTOR STATUS: EXEMPT, FULL-TIME

REPORTS TO: BOARD OF DIRECTORS' EXECUTIVE COMMITTEE

MISSION: *THE MISSION OF THE TREASURE COAST HOMELESS SERVICES COUNCIL IS TO PREVENT AND END HOMELESSNESS ON THE TREASURE COAST*

POSITION OVERVIEW: Collaborating with and reporting directly to the Board of Directors, the Executive Director (ED) has overall operational, and financial responsibility for the organization's staff, programs, facilities, community outreach and execution of its mission. In addition to leading the efforts of the 70+ Continuum of Care Council, the Executive Director also manages a portfolio of affordable housing real estate (40 units + in 2022).

The ED will possess a deep knowledge of the demographics of homeless families on the Treasure Coast, the Council's core programs, operations, strategic and governance plans. S/he is also responsible for building relationships with board members, funders, community partners, government officials, financial organizations, faith-based leaders, and others to accomplish the organization's mission, vision, and strategic priorities. The ED position will be tasked with continuing the work of the all-volunteer board & community leaders, while at the same time offering new ways to engage the community.

RESPONSIBILITIES:

Leadership:

1. Work with the Continuum of Care Council, the Board, the Executive Committee, and others in the community to assure that homelessness is rare, brief, and non-recurring.
2. Create and maintain collaborative relationships with any and all community partners interested in addressing homelessness.
3. Communicate and collaborate within community systems, including criminal justice and mental health, regarding discharge plans appropriate to avoiding homelessness.
4. Serve as an ex-officio member of the board of directors, attend all board meetings, provide support and timely information for the Board of Directors and Executive Committee in their legal, strategic, organizational, and fiduciary responsibilities.
5. Be the liaison and provide leadership on behalf of the Continuum with local, state, and federal officials, including the Department of Housing and Urban Development (HUD), the Veterans Administration (VA), and the Florida Department of Children and Families (DCF).
6. Engage the broader community and manage the public policy and public relations activities on issues regarding homelessness.

7. Work closely and collaboratively with the Board of Directors to set and meet strategic annual goals, establish policy, and enhance human and financial resources.

Management and Oversight:

1. Manage staff, including hiring decisions, salaries, benefits, and annual evaluations.
2. Direct staff in accomplishing objectives and providing quality data.
3. Maintain an effective financial management system, including regular reporting to the Executive Committee, the Board, and the CoC.
4. Maintain an accurate grant management system to ensure compliance with grants and contracts. Prepare all reporting for same.
5. Compile documentation for an annual audit and ensure completion of same.
6. Oversee security for corporate documents and files.
7. Build technology, systems and computer equipment needs as the organization grows. Recommend same to Board for approval and funding.
8. Ensure the organization is compliant with government and funder regulations and requirements.
9. Identify and evaluate risks to the organizations' people, property, finances, goodwill, and image. Implement measures to control risks.

Affordable Housing Management:

Reporting to the Board of Directors, the Executive Director will be responsible for the property management, tenant relations, fund development and administration for portfolio of properties owned by TCHSC.

Financial Management and Revenue Sustainability:

1. Lead the annual budgeting process through Board review and approval.
2. Secure federal, state, and local funding to support the mission of the CoC.
3. Work with the CoC leadership to ensure resources adequate to prevent and end homelessness.
4. Along with the Treasurer, maintain all necessary registrations and certifications to comply with state requirements for non-profits.
5. Be vigilant in seeking prompt and effective enforcement and compliance to any relevant laws.

Research and Evaluation:

1. Collect and analyze data, including the Homeless Management Information System (HMIS) to identify gaps in services and strategies to address those gaps
2. Conduct and oversee the annual HUD Point-in-Time survey and publish its report

3. Oversee other reporting required by Board, Executive Committee, the State of Florida, and HUD.

Continuum of Care Administration (CoC):

1. Oversee completion of the annual CoC application, including applications for the State of Florida homelessness funding.
2. Monitor sub-recipient organizations for grant compliance, use of best practices, achievement of performance benchmarks, and effective use of resources.
3. Operate the CoC as required by HUD and the State of Florida, maintaining a Coordinated Entry System, HMIS, ClientTrack, and any other requirements.
4. Conduct regular CoC meetings that engage and educate a broad spectrum of community partners in ending homelessness on the Treasure Coast.
5. Supervise the implementation of HMIS to meet HUD data quality standards and to create maximum efficiency in the CoC's coordinated entry.

Community Engagement and Communication:

1. Prepare an Annual Report to the Board of Directors for distribution to the community.
2. Interact regularly and frequently with municipal, state, and elected leaders to ensure that the council's interests are properly advanced.
3. Partner with existing organizations in the region including funder networks, government work groups, child improvement entities, aging adult support, veteran organizations, income equity providers, etc. throughout the region.
4. Serve as an articulate, confident, and persuasive advocate to prevent and end homelessness on the Treasure Coast.

MINIMUM QUALIFICATIONS:

1. Must have a demonstrated commitment to preventing and ending homelessness
2. Holds a bachelor's degree (master's preferred) in public administration, business management, social services, or related field and/or five years' experience in a senior management or leadership position
3. The capability to work effectively with multiple sectors in the community, as demonstrated by previous experience.
4. Significant and demonstrated expertise in organizational and financial management
5. Deep and demonstrated knowledge of grant writing and grant processes.
6. Strong skills in written, oral, and interpersonal communication
7. Has demonstrated high standards of fairness, transparency, and accountability.
8. Has the ability to lead change processes and build collaborations.

9. Has demonstrated the ability to deal with a wide range of community stakeholders and a history of working respectfully with diversity.
10. Excellent interpersonal skills and ability to establish relationships internally and externally, act as a bridge builder and change agent in the community.
11. Experience in property/building management & tenant relations, and familiarity with tenant/landlord law.
12. Flexible schedule with capacity to work evenings and weekends, as needed.

Location of position: 2525 St Lucie Ave, Vero Beach, FL To apply, please submit:

- Cover Letter
- Resume/CV
- Three references

Submit Applications to: EDSearchTCHSC@gmail.com

Salary range: \$90,000 – \$133,000 commensurate with experience This is a full time, salaried position with a start date of TBD

Stipend for a benefits program that meets the needs of the successful candidate will be provided.

Application deadlines: Position will remain open until filled.