



## **Position Description - Executive Director**

### **Rhode Island Coalition for the Homeless (RICH)**

**Application Deadline: September 16, 2016**

#### **ORGANIZATION DESCRIPTION:**

The Rhode Island Coalition for the Homeless (RICH) is a statewide organization dedicated to ending homelessness here in Rhode Island. Formed in 1988, our mission is to seek comprehensive and cooperative solutions to the problems of homelessness and lack of affordable housing in Rhode Island. This is accomplished through advocacy, training and education, collaboration, technical assistance, constituent services, data collection and strategic communications.

Our vision is a Rhode Island where everyone has safe, affordable housing. Our big picture goal is to ensure a local, state and federal commitment to a continuum of affordable housing and homeless prevention programs.

A key component to the success of this will be building the political and public will to support the right for safe, affordable housing for every Rhode Islander. This will involve building a broad base of key stakeholders in the process. We need to bring to the table constituents, service providers, politicians, local affordable housing allies, statewide housing advocates, funders, businesses, city and state officials, developers, faith communities and concerned citizens – with the goal of building consensus on a plan for developing and maintaining a continuum of affordable housing and homeless prevention programs in Rhode Island.

#### **POSITION SUMMARY:**

The Executive Director is accountable for the overall leadership, direction and management of the organization's resources to accomplish the goals and mission of the RI Coalition for the Homeless. The ED should have experience in financial management, community relations, program delivery, organization development, strategic planning, and also experience working with low-income and marginalized populations. The ED must have empowering leadership skills to work with staff, Coalition partners, Board and community stakeholders. The Executive Director exemplifies the values of RI Coalition for the Homeless and nurtures our organizational culture by supporting a learning community of staff, Board, homeless constituents, community stakeholders, government and political leaders. The ED reports to the Board of Directors of RICH.

#### **KEY DUTIES AND RESPONSIBILITIES:**

##### **Financial Management**

1. Establish and maintain sound financial and organizational management policies and procedures.
2. Oversee annual budget development process in conjunction with the Finance Committee and Board.
3. Apply for grants and fulfill reporting requirements.
4. Direct and oversee all purchases and disbursements as specified in the annual budget.
5. Assist the auditor in preparing the annual audit.

##### **Board Development**

1. Develop collaborative relationships with the Board of Directors, provide proactive communications, support committees and meetings and manage on-going strategic planning.

2. Work with the Board President and Executive Committee to set up and staff committees as needed and to assure proper fiscal, staff and program oversight.
3. Monitor the external environment for significant changes that will impact the Coalition and its work and report this to the Board.
4. Prepare monthly reports for the Board and work with President and Executive Committee to assure regular Board meetings and communication.
5. Inform and alert the President and the Board of the current condition of the Coalition and alert them to any problems or weaknesses.

### **Resource Development and Fundraising**

1. Strengthen resource development plan and fundraising efforts.
2. Lead efforts to build enhanced corporate and individual donors giving.
3. Supervise other staff and Board members charged with development tasks (i.e. Annual Luncheon, annual appeal).
4. Identify and expand new grant and foundation opportunities.

### **Personnel and Operations Management**

1. Create a work environment that motivates staff and builds upon their strengths.
2. Determine staffing requirements.
3. Hire, supervise, evaluate, terminate, and set compensation for staff.
4. Promote clear and transparent personnel practices.
5. Identify training and development opportunities.
6. Enable staff members to develop managerial skills for their particular areas of responsibility while promoting culture of collaboration.

### **Community Collaboration and Movement Building**

1. Develop and maintain relationships with Coalition members, homeless and formerly homeless constituents, government officials and agencies, the media, and community leaders.
2. Ensure that RICH consistently promotes its values and mission and encourages Coalition members and community partners to do the same.
3. Build relationships with new partners and forge new strategic collaborations.

### **Program Development and Management**

1. Establish and implement programs that align with vision, mission and values of RICH.
2. Establish systems for program evaluation.
3. Support the growth of the organizational culture – the power of collaboration and continuing to evolve and learn.

### **Strategic Communications and Public Relations**

1. Serve as the public face for the Coalition and its member agencies.
2. Ensure a strong presence for RICH in state, local and national politics, and with the guidance of the Government Relations Committee, direct the lobbying efforts of the Coalition.
3. Ensure that RICH has adequate technical and staff resources to accomplish its communications plan.

### **KEY QUALITIES:**

Our preferred candidate has knowledge and experience in social justice and system-change work, is an energetic leader with demonstrated financial and organizational management skills, who can engage others in our mission, embraces and encourages coalition and movement building and is comfortable working with low income and marginalized populations.

Our ideal candidate possesses the following attributes:

- Commitment to the mission, values and vision of the RI Coalition for the Homeless.
- Experience in financial management, community relations, program delivery, empowering leadership skills, organization development and strategic planning.
- The ability to develop a positive, effective professional team with staff and Board is essential.

- Process oriented, works to set challenging goals, innovates and improves results and measures outcomes.
- True collaborator and skilled communicator, proactively developing effective internal and external relationships, engaging Board members, staff, donors, funders, partners and community stakeholders.
- Key influencer, role model and spokesperson representing the organization, its mission and core values.
- Energetic, creative problem-solver with an open mind and willing to make strategic recommendations, take positive actions and calculated risks to improve the organization's programming and community collaborations.
- Able to efficiently build annual and short-term work plans and make sound decisions that respect the input of internal and external partners.
- Cultivates and creates new long-term alliances and improves and diversifies funding sources.
- Has high standards of fairness and honesty, is candid and respectful of others.
- Skilled at respectfully and empathetically engaging staff and community partners and is comfortable having difficult conversations about diversity and inclusion.
- Maintains and models professionalism and emotional maturity by promoting the program's goals and objectives and fostering respectful relationships; demonstrates the ability to personally learn, grow and share learnings.
- Proactively builds external partnerships and actively develops and maintains positive community relations.

**CONTACT:**

This is an exciting opportunity for a dynamic leader who is truly committed to making a positive contribution to the community. Compensation between \$65,000-\$75,000. Relocation assistance is not provided for this position.

**Application deadline: 5pm EDT Friday, September 16, 2016**

Candidates should submit a resume and cover letter describing their interest in this position via:  
Email - [info@rihomeless.org](mailto:info@rihomeless.org), please include "ED Search" in the subject line.

or

Regular mail - Search Committee  
RI Coalition for the Homeless  
1070 Main St • Suite 304  
Pawtucket, RI 02860

For more information about RI Coalition for the Homeless visit [www.rihomeless.org](http://www.rihomeless.org)