

**Overnight Warming Locations (OWL)**  
Madison County, Illinois



# OWL Director

**Get Inside. Get Connected. Get Well.**

## **ABOUT OWL**

The Overnight Warming Locations (OWLs), a program of Greater Alton Community Development Corporation, are dedicated to providing comprehensive support and resources to address homelessness throughout Madison County, with key influence over networked municipalities. The mission is to create a positive impact through three steps: Get Inside, Get Connected, Get Well. Through these efforts, the initiative will include coordinated outreach, response teams, community education, fundraising efforts and the seasonal and annual operations of OWLs with volunteers and guests, prioritizing those in need of adequate shelter during extreme cold.

## **JOB SUMMARY**

The OWL Lead Team seeks a dynamic leader to join us as a Director.

The Director will be responsible for leading and managing the overall operations of OWL, with a focus on program culture, volunteer management, fundraising and overseeing the operations of the Overnight Warming Locations. This position requires an individual with strong leadership skills, a passion for community service and collaboration, and the ability to drive strategic initiatives.

Position Type: Director, Full-Time with Benefits

Salary Range, commensurate with experience: \$50,000 - \$55,000

## **TO APPLY**

Submit a cover letter, resume, and 2-3 references to GACDC Executive Director, Megan Armentrout-Steward at [megan@greateraltoncdc.org](mailto:megan@greateraltoncdc.org).

**Applications are due by Friday, September 25th**

## **RESPONSIBILITIES**

### **1. LEADERSHIP AND STRATEGY**

- Support OWL Vision and Mission: Work productively with the OWL Admin Team, and each site's lead team, to create a plan to implement the mission and vision.
- Develop and implement strategic plans to achieve the mission and objectives.
- Provide visionary leadership to volunteer staff and community stakeholders

### **2. PROGRAM AND VOLUNTEER MANAGEMENT**

- Manage the operation of Overnight Warming Locations, ensuring a safe and supportive environment for those in need.
- Volunteer recruitment, training, deployment, and retention. Collaborate with volunteers to continuously improve and expand program offerings.
- Supervise OWL Americorps Member(s) in their work to support the volunteer program
- Oversee data collection and reporting for measurable outcomes and impact.
- Partner in developing the Next Steps program, the newest outgrowth of the OWL network, working toward the "Get Well" part of OWL's mission

### **3. COMMUNITY ENGAGEMENT**

- Represent the program in the community, engaging with stakeholders, government officials, social services and other nonprofits.
- Raise awareness of homelessness issues and advocate for solutions.

### **4. HOMELESS OUTREACH**

- Oversee and enhance homeless outreach programs, ensuring they align with the program's goals.
- Build and maintain partnerships with local agencies and service providers to maximize impact.

### **5. DEVELOPMENT AND FUNDRAISING**

- Support the work of the OWL development director and development team
- Cultivate relationships with donors, sponsors and community partners to identify and achieve fundraising goals.
- Provide oversight and accountability for an annual program budget

## **QUALIFICATIONS / KEY CHARACTERISTICS:**

- Bachelor's degree in a relevant field (Master's degree preferred)
- Proven experience in nonprofit leadership, particularly in homeless services
- Strong organizational and strategic planning skills
- Previous experience in volunteer management, coordination and retention
- Excellent communication and interpersonal abilities
- Demonstrated success in fundraising and donor relations
- Strong advocacy skills, interpersonally and systemically
- Embodies and prioritizes the values of the OWLs