



Family Promise NNCC seeks a Full-Time Executive Director

About Family Promise of Northern New Castle County:

We prevent and end homelessness for families by engaging faith-based congregations, volunteers and donors. We envision that every family will have a home, a livelihood and the resources for lasting independence. Please visit www.familypromisede.org for more information.

Executive Director Job Objective:

This energetic leader will oversee all aspects of Family Promise NNCC to ensure a high-performing organization that has the necessary resources to deliver on its mission. This position has a primarily external focus: maintaining positive relations with partner entities, stakeholders, investors/ donors, and media outlets. Simultaneously, however, the ED will ensure operational effectiveness and provide inspiration, leadership and vision to staff, board members and volunteers.

Public Relations:

- Work with Director of Donor Relations to increase positive awareness for FPNCC: ensure that materials are professional and accurate; promote and represent the organization to the public.
- Build relationships with supporting agencies. Participate in providers' groups and other forums.
- Interfacing with clergy and other congregational leaders.
- Lead recruitment of new congregations.
- Ensure volunteers are trained, effective, appreciated and satisfied with their experience.
- Handle any issues/emergencies swiftly and compassionately.

Fundraising / Financial:

- Fundraise and cultivate individual giving based upon annual budget goals.
- Secure, execute and report regularly on multiple federal, state, and local government contracts.
- Grant writing and foundation/corporate relationship cultivation.
- Manage facilities, spending and assets.

Operations/ Management:

- Oversee team of case managers and ensure Family Promise NNCC meets organizational outcomes, programs has resources and families are cared for.
- Handle any family crisis swiftly and compassionately.
- Create and implement programs to enhance services provided to guest families.
- Create partnerships in the community that will facilitate positive outcomes for FPNCC.
- Hire and supervise staff as organization needs and resources allow in consultation with appropriate Board members.
- On-call for emergencies during off-hours. Oversee on-call scheduling of staff.
- Maintain records on operations, guests' and programmatic outcomes. Provide reports for the Board and funding sources.

Board Relations:

- Engage with committees and individual members to execute organizational goals.
- Work with Board President to set monthly meeting agendas. Prepare reports for and attend monthly board meetings; help facilitate strategic discussion of organization's future.
- Work with Finance Committee to execute annual audit.



Additional Responsibilities:

- Job requires flexible scheduling, may involve weekend/ nights to meet with families, volunteers, congregations/volunteers, staff or crisis alleviation as necessary.
- Must have valid driver's license and willingness to use personal vehicle.
- Infrequent lifting of materials/donations of up to 25lbs.
- Comfortable speaking at public events and fundraisers.

Accountability:

The Executive Director reports to the Board of Directors of Family Promise NNCC.

Education, Experience and Skills

- A minimum of 3-5 years of experience as a Director who managed staff and programs.
- Experience working with vulnerable populations.
- The ED will be enthusiastic, can display good judgment and have a figure-it-out attitude.
- Public speaking and strong verbal and written communication skills
- Responsibilities for this position are public in nature. Must possess exemplary interpersonal skills. It is vital to interact with staff, board, guest families, and vendors in a professional manner, understand Family Promise's goals and the political environment related to homelessness.
- Master of Social Work or related field desired. Four-year degree expected.
- The ED can self-manage and hold others accountable to outcomes. They can motivate a team in a challenging work environment.
- **Must** have experience with grant reporting and overseeing budgets; be proficient with computers and detail-oriented.
- Comfortable partnering with the faith community.

Salary and Benefits

- This is a full-time position with benefits: health insurance, generous PTO, retirement match.
- Salary range is \$65k-\$80k.

Application Instructions

Interested applicants should send cover letter and a resume via email to employment@familypromisede.org. Please include the words "Executive Director" in your subject line.