

Metro Area Continuum of Care for the Homeless

MACCH

Job Description for Executive Director

Job Summary: The Executive Director of the Metro Area Continuum of Care for the Homeless (MACCH) is responsible for guiding the mission and vision to reduce homelessness in the Omaha Metropolitan Area. The Executive Director is responsible for the management and oversight of the Continuum of Care (COC), and the coordination and facilitation of its Board and sub-committees. In addition, the Executive Director will manage the funding process, including private donor development, federal funding through the U.S. Department of Housing and Urban Development, monitor grantees and assess progress on meeting community-wide goals, evaluate program performance, and monitor compliance with all funding requirements. In this role, the Executive Director will coordinate efforts to reduce homelessness and monitor and drive outcomes to achieve the goal of ending homelessness in the Omaha metropolitan area.

MACCH is comprised of a full range of community stakeholders committed to activities and efforts aimed at the goal of reducing homelessness. These stakeholders include: advocates, homeless assistance providers, victim service providers, faith-based organizations, governments, businesses, housing agencies, school districts, social service providers, mental health agencies, universities, hospitals, affordable housing developers, funders, law enforcement, veteran's organizations, and homeless and formerly homeless persons.

Specific Duties Include:

Strategic Facilitation

- Ensure the development of the strategic plan to reduce homelessness in the Omaha Metropolitan area; this plan will be rooted in community goals as well as national goals for homelessness prevention and intervention and will incorporate community vision, best practices, and measurable outcomes for our entire region
- Oversee implementation of the strategic plan, collect and analyze applicable community data to determine progress in meeting community-wide goals and make funding recommendations to community partners
- Champion community consensus around strategic plan goals and community strategies to achieve them

Financial Management

- Establish and maintain sound financial and organizational management policies and procedures
- Oversee annual budget development process in conjunction with the Finance Committee and Board
- Oversight of grants and compliance

Board Development

- Develop collaborative relationships with the Board of Directors, provide proactive communications, support committees and meetings and manage on-going strategic planning
- Work with the Board President and Executive Committee to establish committees as needed and to assure proper fiscal, staff and program oversight
- Monitors the external environment for significant changes that will impact the COC and its work and report this to the board
- Communicate regularly with the Board on the actions and strength of the COC, and support the board with recruitment, development and education/training

Resource Development and Fundraising

- Establish a resource development plan and associated fundraising efforts
- Establish and foster strong relationships with private donors
- Research and identify relevant grant and foundation opportunities for new or expanded funding

Personal and Operations Management

- Create a work environment the motivates staff and builds upon their strengths
- Determines staffing requirements
- Hire, supervise, develop, evaluate, and set compensation for staff

Community Collaboration and Movement Building

- Develop and maintain relationships with COC members, homeless families and formerly homeless constituents, government officials and agencies, the media, funders and community leaders
- Ensure that MACCH consistently promotes its values and mission and encourages its members and community partners to do the same
- Build relationships with new partners and forge new strategic collaborations
- Champion new movements that bring new light, energy, and resources to broaden our quest to end homelessness in the Omaha Metropolitan area

Program Development and Management

- Establish and implement programs that align with vision, mission, values the strategic plan of MACCH
- Establish systems for program evaluation
- Support the growth of the organizational culture—the power of collaboration and continuing to evolve and learn

Strategic Communications and Public Relations

- Serve as the public face for MACCH and its member agencies
- Ensure a strong advocacy presence for MACCH with local, state and national entities with the guidance from the MACCH Board of Directors
- Ensure that MACCH has adequate technical and staff resources to accomplish its communications plan.
- Develop and implement an awareness (education/ communication) plan on homelessness and community goals to heighten awareness to the issue
- Serve as the main point of contact regarding the Continuum of Care in the community

Key Qualities

Our preferred candidate has knowledge and expertise in social justice and system change work. He/She is an energetic leader with demonstrated financial and organizational management skills who can engage others in MACCH's mission embrace and encourage coalition and movement building. He/she must be comfortable working with low income and marginalized populations.

Our ideal candidate possesses the following attributes:

Commitment to the mission, values and vision of MACCH

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

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 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, honesty and transparency and is candid and respectful of others

Skilled at respectfully and empathetically engaging staff and community partners and is comfortable having difficult conversations

Maintains and models professionalism and emotional maturity and intelligence by promoting the programs goals and objectives and fostering respectful relationships: demonstrates the ability to personally learn, grow and share learning

Proactively builds external partnerships and actively develops and maintains positive community relations

Qualifications: Bachelor's Degree required, Masters preferred. Three to Five years of organizational leadership experience.

Please submit your cover letter and resume to jthackett@unomaha.edu

Posting closes on December 15th, 2017