



## **POSITION ANNOUNCEMENT** **EXECUTIVE DIRECTOR**

**Somerville Homeless Coalition**, a \$3.1M non-profit human service corporation seeks an experienced, growth oriented and outgoing Executive Director to work collaboratively in the community and lead the organization through a period of transition as it continues to strategically define and expand its services. SHC is a highly regarded nonprofit committed to providing homeless and near homeless individuals and families with individualized supportive services and tailored housing solutions with a goal of obtaining and maintaining affordable housing.

Over a thirty two year history of steady growth working with neighbors, community activists, university students, faith-based leaders and businesses, SHC today plays a leadership role working in partnership with the City of Somerville and other agencies. SHC is the go-to organization for those at risk of homelessness. Leveraging SHC's strength in homelessness prevention is a key focus for the future.

SHC provides housing, one-on-one case management, supportive housing programs, homelessness prevention services and a food pantry and meals program to the homeless and poor of Somerville and surrounding towns. In 2017, SHC staff and programs supported over 1,100 households. For additional information about SHC and its programs, please go to: [www.somervillehomelesscoalition.org](http://www.somervillehomelesscoalition.org).

### **Opportunities and Challenges**

Somerville is a diverse and dynamic city, a popular place to live with strong political leadership, but it is experiencing heightened urban challenges including increasing gentrification and housing instability.

The new Executive Director joins the organization at a very important time. The chief executive, along with the board, will have the challenge of strategically assessing programs, business lines, and community needs, while maintaining internal controls. Together, the ED and the board will evaluate and adjust the business model as they grow the organization. This necessitates generating resources to meet the needs of the present without compromising the future.

Continuing to build financial resources for SHC is paramount. The next Executive Director will need to play an active role in fundraising, build the development infrastructure and culture, as well as help the Board continue its strategic recruitment of new Board members, assuring that the Directors have a keen understanding of their fundraising responsibilities and a clear grasp of the key and essential role that fundraising plays in the success of a nonprofit. Currently, funding sources include city, state and federal government contracts, contributions from individuals, foundations, corporations and multiple events.

Building and creatively utilizing technology, including social media, to facilitate communication, attract a wider group and next generation of supporters, and increase efficiency, will be an essential part of enhancing the future of the organization.

As the next executive moves SHC forward, they should embrace and cultivate the important values of compassion, respect and integrity that have been nurtured from the organization's beginning.

## **Responsibilities**

The Executive Director serves as chief executive officer, leads a four-person senior leadership team and approximately 30 other staff, and reports to the Board of Directors. The Executive Director has overall responsibility for the strategic, financial, programmatic, and management operations of the organization. In addition to internal management functions, the Executive Director serves as primary ambassador to the broader community: raising funds, cultivating relationships with donors, engaging with other community agencies, providing leadership within the Somerville community and advocating for the homeless and near homeless.

The Executive Director provides strategic leadership assuring that the organization has a long-range strategy and sustainable business model which achieves its mission, and toward which it makes consistent and timely progress. Building on SHC's positive reputation, the chief executive works with the board and management team to identify and set priorities, areas for improvement, and opportunities for institutional growth and increased impact. In addition, they manage relationships with the board, and help identify potential new board members and assists in their recruitment, orientation and ongoing engagement in their board responsibilities.

Further, the Executive Director ensures the development and maintenance of sound financial practices and systems, proper fiscal accounting and controls in accordance with the guidelines of funding sources and with sound grants management and accounting practices. The executive ensures accurate and complete reporting to government agencies and other funders that meets statutory, regulatory and proposal requirements.

In fundraising, the Executive Director creates and expands resource development efforts, including cultivation and stewardship of individual, foundation and corporate donors. In partnership with the board and resource development staff, they will provide leadership in developing and implementing plans and strategies to meet funding needs.

Internally, the Executive Director leads and supports the staff team, fosters trust and maintains positive morale and a sense of teamwork among all staff and volunteers, and ensures required skills and competencies and a culture of accountability; this includes maintaining a climate that attracts, keeps, and motivates a diverse staff with strong leadership skills.

## **Qualifications**

The Executive Director must be both a strategist and strong manager with the ability to lead and inspire staff, volunteers and community. A passion for preventing homelessness and working with community partners is key, as is being respectful, compassionate and culturally sensitive to people of all races, genders, classes, and those of different abilities.

The Board of Directors is seeking a highly motivated person of integrity who is able to build trust and promote and support leadership in others; an effective communicator who values transparency and who inspires others to work collaboratively toward a common goal.

The ideal candidate will possess the following professional and personal qualities:

Required:

- Minimum of eight years experience in a senior management position.
- Bachelors Degree; Masters Degree preferred. Consideration will be given for equivalent experience in lieu of a degree.
- Demonstrated ability to build positive relationships with funders and individual donors, and success in fundraising and building revenue streams.

- Strong financial management skills, including government contract management, fund accounting, budgeting, and financial analysis.
- Demonstrated ability in setting strategic direction with the board, building capacity and adapting an organization to the evolving needs of the community it serves.
- Demonstrated effectiveness in building and leveraging relationships and partnerships with others outside of the organization to meet mission.
- Demonstrated ability to manage people; include staff in planning, provide regular performance feedback; coach and encourage growth.
- Ability in public speaking, clear and effective written and oral communication and effective group skills; ability to tell the story of the organization and the population it serves.
- Demonstrated ability to function in an open, collaborative environment and foster teamwork.
- Experience in nonprofit board development and supporting board leadership; skilled at building the board/ED team.
- Successful experience working with diverse populations and extending the cultural competence of an organization.

Desirable:

- In-depth knowledge of the issues affecting homelessness, affordable housing and related matters.
- Three years experience in the delivery of human services.
- Success bringing visibility to an organization; marketing and public relations experience.
- Experience creatively using technology to connect to different communities and to enhance the future of an organization.
- Experience and familiarity with the needs and institutions of greater Boston or non-profit work experience in a similar environment.
- Experience with the government and foundation funders of greater Boston and Massachusetts.

**Compensation**

The compensation package is based on meeting job qualifications and is competitive with comparable nonprofit organizations in the region. SHC offers a competitive benefit package.

**To Apply**

Interested individuals should address their resume *in confidence* with cover letter and salary requirements **by April 18, 2018** to: [search@leadertransitions.com](mailto:search@leadertransitions.com).

SHC is an Equal Opportunity Employer and is committed to recruiting a broadly diverse pool of candidates for this position.