



Family Promise of Greater Des Moines Executive Director Job Description

Summary: Family Promise of Greater Des Moines (FPGD) is hiring an Executive Director (ED) to ensure the organization has the necessary resources to deliver on its mission to mobilize our community to help homeless families achieve stable housing and income through compassionate care, hospitality and professional support. The ED oversees the organization's day-to-day operations and maintains positive relations with guest families, partners, stakeholders, supporters and media outlets. The ED also provides inspiration, leadership, and vision to staff, board members and volunteers. Learn more about us at <https://www.familypromisedm.org/> and more about Family Promise at www.familypromise.org.

Key Responsibilities: The Executive Director of Family Promise of Greater Des Moines leads a small staff (currently three full-time and three part-time positions) and is responsible for executing or overseeing the following:

Community Relations:

- Maintain positive community relationships.
 - Lead efforts to recruit network of hosting and supporting partners.
 - Manage volunteers from faith communities, civic groups, corporate partners and nonprofit organizations, including ensure training, scheduling, engagement, etc.
 - Communicate timely updates to the host and supporting network and solicit feedback. Handle any issues swiftly and compassionately (e.g., a volunteer challenge, a legal issue, etc.).
- Increase positive awareness for Family Promise of Greater Des Moines.
 - Ensure that all communications are accurate, including web, email, social, print, etc.
 - Represent FPGD to the media, government, corporations and other nonprofit partners.
 - Build relationships and regularly communicate with supporting agencies and community organizations.

Financial and Fundraising:

- In collaboration with the Board Development and Business Operations Committees, ensure that expenses are satisfied and financial objectives are obtained.
- Pursue appropriate funding opportunities: grants, individual/congregation donations, corporate giving and special events.
- Authorize, document and makes payment of day-to-day operational expenses.

Board Relations:

- Engage with Board Chair and board committees to execute organizational goals and recruit new members.
 - Provide reports for meetings and facilitate strategic discussion of organization's future.
 - Work with Board Chair to set meeting agendas. Work with board committees as necessary to follow-up on identified action items.
 - Work with Finance Committee to execute annual audit.

Case Management:

- Supervise or provide case management.

- Set and ensure FPGD meets organizational outcomes and program has sufficient resources to deliver on its mission, care for families and handle any crisis swiftly and compassionately.
- Provide case management in the absence of the case manager.
- Create partnerships in the community that will facilitate positive outcomes for case management (e.g., landlords, employers, nonprofit partnerships, etc.) including monthly continuum of care meetings and efforts.

People Management:

- Lead a high-performing organization, including volunteers, board and staff.
 - Hire and supervise staff and volunteers as organization resources allow in consultation with appropriate Board of Director members and committees.
 - Conduct staff reviews, provide supervision and feedback as needed to have a high-performing team.

Administrative:

- Ensure procedures are documented and adhered to for all processes and meet the requirements of funding sources.
- Maintain records on operations, guest outcomes and programmatic outcomes. Provide reports for the Board of Directors and funding sources. Provide annual statistics and other information to the national office of Family Promise.
- Be on-call for emergencies during off-hours, as scheduled.
- Performs other duties as assigned.

Accountability: The Executive Director reports to the Board of Directors of Family Promise of Greater Des Moines.

Salary and working hours: This is a full-time, salaried, exempt position with an annual salary range of \$50,000-65,000 and benefits, including health insurance, retirement and paid time off. The typical week is 40 hours and the Executive Director must be available to work nights, some weekends and be on call.

Minimum Qualifications:

- Bachelor's degree, MSW or other master's degree preferred.
- 5+ years of experience in social work, nonprofit management, public administration or related field.
- Strong written and verbal communication skills, particularly public speaking ability.
- Leadership and supervision experience.
- Maturity, compassion and empathy for our guest families and an ability to relate to individuals from many different racial, ethnic, religious and class backgrounds.

Desired Qualifications:

- Demonstrated experience working collaboratively with community partners, volunteers, corporations and boards.
- Demonstrated experience cultivating and submitting grant requests and providing reports for government agencies, corporations and foundations.
- Demonstrated success in fund development and financial management.
- Knowledge of homeless service provision models and programming, local, state and federal housing authorities, social service agencies and general assistance programs.

Additional Requirements:

- Knowledge of basic computer software and electronic communication tools.
- Planning and organizational skills, including ability to prioritize multiple tasks.
- Ability to complete a criminal background check.

How to apply:

Please submit a resume and cover letter to applicant@familypromisedm.org. (Please note, a background check will be performed prior to hiring.)