



A partnering agency of



United Way, Central Texas.

Job Title: Executive Director

Reports to: Board of Directors
Status: Full-time, exempt (salaried)

Job Description

Goal of Position

Responsible for the day-to-day operations of the Affiliate in support of providing case management to homeless families and for coordinating the program components of our Interfaith Hospitality Network that is comprised of host congregations, volunteers, referring and supporting agencies, day center, and transportation assistance for the effective provision of services to our homeless guests.

Job Duties and Responsibilities

1. Assure that case management is provided to all guest families:
2. Conduct intake interviews with prospective families;
3. Develop family plans;
4. Meet with guests to monitor progress:
5. Assist guests and monitor their progress in securing housing, employment, job training, and other entitlements;
6. Assist guests with social service needs, referring them to other organizations as appropriate; and,
7. Advocate with agencies for guests as needed.
8. Coordinate all Affiliate components to administer program:
9. Supervise Case Manager and any other staff.
10. Maintain regular contact with coordinators and other individuals at each host congregation.
11. Coordinate master schedule of host congregations, updating as necessary to reflect ongoing changes.
12. Communicate regularly with referring and supporting agencies.
13. Organize and schedule transportation, including drivers and van maintenance.
14. Manage hosting congregation schedule changes and other transportation matters related to the program.
15. Assure that the day center office area is clean and safe, and that all relevant municipal, state and Federal codes and regulations are adhered to.
16. Train coordinators and hosts in all new host congregations, and conduct at least annual volunteer training thereafter.

17. Research and submit applications for grants and other sources of funding, as well as assist in the planning and execution of Affiliate fund raising events.
18. Maintain records on Affiliate operations and guests' progress. Provide reports for the Board and as required for funding sources. Provide annual statistics and other information to Family Promise.
19. Maintain an appropriate on call schedule for emergencies during off hours
20. Assist the Board in strategic planning and the Treasurer in preparing an annual budget for Board review and approval.
21. Work with the Board president to plan board meetings. Be an ex-officio member of all Board committees
22. Represent the Affiliate to the public and media.

Qualifications

- Enthusiastic individual with good judgment and compassion for others
- B.A degree; M.S.W. preferred
- Minimum three years' experience in a management and social service environment
- Experience in volunteer management desirable

Desirable Skills and Abilities

- Counseling/mentoring: ability and experience working with clients in a social service setting
- Communication oral and written: ability to make presentations to large groups
- Planning and organizational: ability to handle multiple tasks simultaneously
- Interpersonal: ability to work effectively with a wide range of people
- Leadership: ability to make decisions, solve problems, delegate tasks and responsibilities