

## **Job Description: Executive Director**

**Overview:** Family Promise of Greater Orlando (FPGO) began in the year 2000 as a non-sectarian response to the crisis of family homelessness. FPGO's mission is to help families experiencing or at risk of homelessness achieve self-sufficiency by providing shelter, social services, and housing assistance through a community-based approach. It envisions a community in which every family has a home, a livelihood, and the chance to build a better future. FPGO is an affiliate of Family Promise, Inc. which currently has over 200 affiliates nationwide. For more information, please see <https://familypromiseorlando.org/>

**Job Summary:** FPGO seeks an experienced, visionary leader to serve as its next Executive Director. The ideal candidate will bring a deep passion for FPGO's mission; strong people, communication, and advocacy skills; and a successful record of managing operations (programmatic, administrative, and financial), directing fund raising activities, and implementing policy. The Executive Director reports to the Board of Directors.

### **RESPONSIBILITIES**

#### **1. Strategic Leadership & External Relations**

- Provide leadership in accomplishing the organization's mission, vision, goals, and objectives and ensure that they are clear and aligned.
- Work with the Board to develop, maintain, and implement a well-crafted strategic plan, and oversee the yearly review of that plan.
- Maintain and strengthen existing strategic relationships with all stakeholders and identify and develop new strategic relationships.
- Represent and advocate for the organization at the federal, state, county and community levels and provide leadership on policy matters.

#### **2. Management and Leadership**

- Collaborate with the staff to operationalize the strategic vision and programs of the organization.
- Actively supervise and support senior staff in areas including case management, congregational/volunteer recruitment and support, public relations, and building relationships with supporting agencies.
- Motivate staff with a culture of trust, personal value, and empowerment to learn and grow, maintaining a positive and supportive work environment.
- Manage and develop staff with written objectives, performance goals, and performance metrics and ensure staff receive timely and constructive feedback

through ongoing supervision and at least annual performance reviews and salary recommendations for approval by the Board.

- Establish and periodically review FPGO policies and procedures for the day-to-day operation of FPGO, and ensure the policies and procedures are clearly communicated with staff and equitably carried out.
- Ensure an effective staffing structure and hire and maintain high quality staff.
- Ensure compliance with all workplace/employment laws, contracts, grant reporting and other applicable requirements.

### **3. Finance and Fundraising**

- Together with the Board, ensure the organization's short and long-term financial stability including developing the annual budget.
- Oversee all expenditures and review monthly actuals and cash flow reports.
- Ensure that any fiscal management problems are immediately addressed and when necessary brought to the attention of the Board.
- Maintain records and documentation, including an accurate database on all donors and donations, that are comprehensive and up to date to easily determine the current fiscal health of the organization.
- Develop and maintain the systems and processes that support informed financial decisions.
- Collaborate with Board and development staff to plan a diverse revenue development strategy; oversee and participate in revenue development including maintaining and expanding relationships with existing funders and cultivating new sources of support; and support the Board with yearly fundraising activities and interim fundraising drives.

### **4. Board Relations**

- Inform the Board about opportunities and challenges for FPGO so that the Board can effectively execute its governance.
- Partner with the Board President in the development and running of Board Meetings, including producing Executive Director reports for each Board Meeting.
- Meet at least monthly with the Board President for routine supervision and to discuss the agency's outlook and key developments.
- Support the Board committees, including providing relevant information on a timely basis and meeting with them as necessary.
- Ensure meaningful interaction between the Board and staff.
- Assist the Board with Board development opportunities.

## **COMPETENCIES AND QUALIFICATIONS**

- Bachelor's Degree required; advanced degree in Social Work, Non-Profit Management, Public Health, Law or related field strongly preferred.
- A minimum of five to seven years nonprofit leadership and supervision experience.

- Success in creating and implementing strategic plans, as well as using data in assessment and decision making.
- Demonstrated ability to work collaboratively with staff, community partners, volunteers, corporations, and boards.
- Strong communication skills, including public speaking, writing, and forming community and funder partnerships.
- Detailed knowledge of fiscal management, including annual budgeting and cash flow analysis.
- Demonstrated success in fundraising, including major gifts, foundation, and governmental grants.
- Knowledge of homeless service provision models and programming, local, state, and federal housing authorities, social service agencies and general assistance programs.
- Honest, transparent, and ethical professional behavior.
- Commitment to the values of diversity, equity, and inclusion.
- Maturity, a sense of humor, compassion and empathy for our guests and an ability to relate to individuals from many different racial, ethnic, religious and class backgrounds.

Interested applicants should submit a resume and cover letter to the Search Committee at [info@familypromiseorlando.org](mailto:info@familypromiseorlando.org)

12-22-20