



Good Shepherd Housing and Family Services, Inc (GSH) Executive Director

Responsibilities

The Executive Director works in partnership with the Board of Directors and the staff to provide leadership, vision, and strategic direction for GSH. The Executive Director implements policies approved by the Board, manages the organization's programs and operations, and represents the organization in the community.

The Executive Director is **an exempt salaried position** and reports to the Board of Directors. The Executive Director is ultimately responsible for implementing a strategy that enables the staff and board to pursue GSH's mission to reduce homelessness, increase the availability of affordable housing, increase community support services and promote self-sufficiency for community members. This strategy ultimately gives a fresh start toward stable housing to those served by GSH.

Primary responsibilities of the Executive Director include:

Governance and Board Relations

- * Develop and support the Board of Directors so it will work in close partnership with the Executive Director.
- * Identify, assess and inform the Board of Directors of internal and external issues that affect GSH.

Strategic Planning

Participate in Board of Directors discussions about vision and strategic goals, offering ideas and strategies.

- * Develop and implement an operational plan incorporating goals and objectives that support GSH's strategic direction.
- * Periodically communicate progress toward achieving strategic direction and specific goals.

Program and Services Planning and Implementation

- * Oversee the development, implementation and refinement of programs and services that support GSH's mission and establish its identity as a leading affordable housing and homeless prevention organization.
- * Administer a program of internal control policies, procedures, and practices to ensure sound operations and to prevent fraud, waste, and abuse.

Housing Portfolio Management

- * Pursue additional opportunities to increase the number of housing units in GSH's inventory that are safe and attractive.
- * Ensure GSH-owned (and leased) properties are maintained and well-suited to client needs.
- * Ensure that GSH is represented on and actively engaged in the ownership boards of the various communities in which GSH has properties.

Fundraising/Resource Development

- * Oversee GSH's resource development initiatives, including grants from foundations, government, corporations, and individuals; sponsorships; project-related funding such as tenant rental revenue; and in-kind support.
- * Ensure effective fundraising efforts, including supporting the Board's involvement in fundraising, personally cultivating and soliciting donors, and ensuring the implementation of fundraising plans and policies approved by the Board.

Financial Management

- * Conduct long-range financial analysis, review trends, and engage the Board in discussions about financial stability and sustainability.
- * Administer a program of internal control policies, procedures, and practices to ensure sound operations and to prevent fraud, waste, and abuse.
- * Ensure an effective process for the staff and Board to develop a realistic annual budget; and make financial decisions consistent with the budget.
- * Provide regular, timely internal financial reports to the Board of Directors that compare performance to budget and other important benchmarks.
- * Ensure adequate cash flow to cover operational needs.
- * Oversee and manage all bank and investment accounts along with Finance Committee Chair.
- * Oversee all contracts to ensure performance, accountability, and value.
- * Manage the relationship with and ensure the success of GSH's financial management firms.

Operational Management and Administration

- * Develop a staffing structure supporting the efficient delivery of programs and services, accomplishment of major goals, and effective overall management.
- * Manage the staff, including the implementation and ongoing revision of personnel policies and the management of the staff performance review process.
- * Ensure the compensation and benefits plan is cost-effective and appropriate for staffing needs and retention.
- * Ensure compliance with all local, state, and federal legal requirements.

External Relations and Communication

- * Educate the public as the key spokesperson for GSH, presenting and advocating for the issues of homelessness and GSH's response to such issues in the media and other public forums.
- * Represent GSH by participating in key associations and organizations, serving on committees and advisory groups, and speaking in public settings.
- * Build positive relationships with leaders at other key organizations in the business, public, and nonprofit sectors that are concerned with issues of housing and homelessness and associated services in the Greater Washington region.
- * Pursue all feasible marketing and communications opportunities to inform the public about the work of Good Shepherd Housing.

Other

- * Perform other such duties as may be reasonably requested by the Board.

Professional Experiences/Qualifications

Required Skills

- * Bachelor degree is required
- * Minimum of eight to ten years of leadership and management at the senior levels of an organization that works with underserved populations; proven knowledge of and experience working in the area of affordable housing.
- * A capable administrator and problem solver, with demonstrated leadership experience, strong organizational skills, financial acumen and proven success in building, leading and managing a strong team.
- * An understanding of and ability to maneuver within and collaborate with local government and local housing agencies. Federal level knowledge is a plus.
- * The demonstrated ability to balance competing priorities.
- * Excellent fundraising skills, with demonstrated success in the cultivation, solicitation and stewardship of individual donors, foundations, corporations, government agencies and like-minded organizations.

- * Proven ability to work effectively with the Board of Directors of a nonprofit organization.
- * Strong management record that demonstrates the ability to motivate staff, clients, and community partners.

Preferred Skills

- * Master's degree
- * Knowledge of and experience in the securing of financing capital for real estate acquisitions.
- * Experience in managing real estate development financing (i.e. LIHTC, etc.) projects and partnerships.

Personal Characteristics

- * Maturity and professionalism to lead a respected non-profit
- * A passion for and understanding of GSH's mission and a deep commitment to the housing first philosophy and the families GSH serves.
- * An energetic, enthusiastic and visionary leader with an expectation of excellence.
- * A smart, goal-oriented executive with common sense and sound judgment.
- * An engaged manager, motivator, collaborator and team player.
- * Excellent oral, written, listening and interpersonal communication skills; in particular, the ability to communicate with and relate to GSH's diverse constituencies, including families, government officials, staff, community leaders and funders.
- * Caring, respectful, with the right balance between head and heart.

Salary Range

\$175,000 – 200,000

APPLY

Interested candidates should email their resumes to Erin Bonesteel at erin.bonesteel@humancapsc.com.

Good Shepherd Housing is an equal opportunity and affirmative action employer. We actively encourage applications from persons identified with groups who have historically been underrepresented within leadership roles. GSH cultivates a culture of inclusion for all employees, board members other stakeholders with the aim of respecting and valuing all individual strengths, views, and experiences.