

Are you a seasoned nonprofit leader, with a strong knowledge of real estate, who would welcome the challenge of expanding affordable housing for the underserved in Northern Virginia?

Do you enjoy being out in the community building relationships while also taking the time to mentor your staff?

If this sounds like you, please read on!

PNP Staffing Group is excited to have been retained by Good Shepherd Housing and Family Services to lead their search for an Executive Director.

POSITION TITLE: Executive Director
SALARY RANGE: \$175,000 - \$200,000
LOCATION: Hybrid in Alexandria, VA

About Us: Good Shepherd Housing and Family Services, Inc. (GSH) transforms lives through our affordable housing. Our award-winning programs and housing reduce homelessness, promote self-sufficiency, and build community support for hundreds of struggling working-class families and individuals.

Summary of Role: 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 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.

Below is a description of the main areas of responsibility, together with an estimate of time devoted to each, and the colleagues and vendors who will assist.

Responsibilities

Operational Management and Administration (30%; collaborating with Deputy Executive Director and HR Consultant)

- 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 Communications (20%; supported by internal management team)

- 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.
- Work with Good Shepherd Housing's Community Leadership Council to gain key leadership insight into opportunities for expansion and advancement within the community.

Financial Management (15%; overseeing Deputy Executive Director and collaborating with Finance Committee and Accounting Firm)

- 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; 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.

Program and Services Planning and Implementation (15%; overseeing Resident Services Director)

- 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.
- Implement an operational plan which incorporates goals and objectives that support GSH's strategic direction.

Governance and Board Relations (5%; in partnership with Board Chair)

- 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.
- Jointly develop a vision and strategic direction to help guide GSH.

Strategic Planning (5%; supported by Deputy Executive Director and Board Chair)

- 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.

Fundraising/Resource Development (5%; collaborating with Development Director)

- 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.

Housing Portfolio Management (5%; overseeing Deputy Executive Director)

- 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.

Professional Experiences/Qualifications

Required Skills

- Bachelor's degree.
- Minimum of eight to ten years of leadership and management at the senior levels of an organization that works with vulnerable and underserved populations; proven knowledge of and experience working in affordable housing in Virginia.
- 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 demonstrating ability to recruit, lead, motivate, and develop 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.

Good Shepherd Housing and Family Services has retained PNP Staffing Group to lead this search. Please email resume and cover letter to Wade Savitt, Executive Recruiter: wsavitt@pnpstaffinggroup.com