

Christ Church Community Development Corporation

Job Description

TITLE:	Executive Director
REPORTS TO:	Board of Directors
SUPERVISES:	Clinical Program Manager Program Staff

JOB SUMMARY: Provides leadership of all Agency programs, including management of the Homeless Shelter, Next Step Engagement Program and Rapid Rehousing Program at the Bergen County Housing, Health and Human Services Center (the Center). Oversees the implementation of board policy and provides direction for the formulation and leadership to the achievement of the agency's philosophy, mission and strategy, as well as its annual objectives and goals. Advocates for the homeless and those at risk.

GENERAL STATEMENT OF RESPONSIBILITIES: The Executive Director, in consultation with the Board of Directors, is the steward of the agency's assets including its reputation, service programs, financial and facilities resources. In addition to ensuring the effective operation of the agency's programs, the Executive Director has primary responsibility for the management of the supervision and training of staff, overseeing quality assurance, and for fostering and maintaining relations with partners, collaborators, contributors and the community. The Executive Director works with the agency's Board of Directors to ensure the maintenance and support of the agency's programs.

The Executive Director has a leadership role as spokesperson for the Agency.

AGENCY

- Manage the Agency in consultation with the Board of Directors. Ensure the implementation of all board policies and directives. Attend board meetings, submit regular progress reports and provides for an annual report to the membership. Act as the liaison between board and staff.
- Manage the development of the budget and ensure all programs are within budgetary guidelines. Oversee, in collaboration with the Finance Committee and Fiscal Consultants, the financial and business affairs of the CCCD to ensure the fiscal viability of the agency. Provide source material for the annual audit.
- Develop and implement, in collaboration with Board members and staff, strategies for fundraising.
- Research, draft and follow-up on grant proposals, in collaboration with staff, Board and consultants.
- Promote relationships with donors and ensures timely and appropriate response to all donations.
- Stay apprised of developments in the field and recommend to the Board the development of new programs, "best practices" and innovations. Provide leadership in the formulation of the long-term vision and plans of the Agency.
- Serve ex-officio on board committees and attends meetings as requested.

PROGRAMS

- Oversee the management of all programs to assure deliverables are met and programs are in compliance with all contractual obligations. Participate in the rotating management on-call program for after-hours response to critical situations. Manage multiple priorities and meet deadlines.
- In accordance with established guidelines and in collaboration with staff and partners, determine acceptance or denial of those seeking shelter and oversee discharges. Participate in appeal reviews.
- Ability to deescalate situations of clients experiencing crisis.

- Manage the HR process including the recruitment, selection and onboarding of all staff. Ensure all staff complete required training. Prepare and administer employee evaluations. Provide for regular coaching and development of team. Administer disciplinary action and terminations as necessary.
- Oversee the preparation of the staff schedule and ensuring that all programs are adequately staffed, within budget limits.
- In collaboration with the Clinical Program Manager, manage the College Intern Program, developing and maintaining relationships with secondary schools of learning.
- Works collaboratively with the Bergen County Housing, Health and Human Services Center management and staff, and its service providers. Attends meetings as required.
- Ability to support duties of all staff. Other duties as assigned.

COMMUNITY AND ADVOCACY

- Represent CCCDC in the community by developing and maintaining good working relationships with governmental agencies, officials, corporate and business leaders, other social service providers, community groups, neighbors, universities and other appropriate decision makers. Represents the agency on committees and in forums to advocate on policy issues that affect the agency's consumers or are central to the agency's mission.
- Act as media spokesperson for the Agency.

QUALIFICATIONS:

Education: Bachelor Degree in related field preferred.

Experience: 5 years Management in a Non-Profit or Government Agency, homeless program preferred.

Skills: Understand the management of a not-for-profit organization
 Ability to manage multiple priorities and meet deadlines
 Excellent communication skills
 Working knowledge of the community
 Organizational skills
 Proficiency in Microsoft Office Suite

DISCLAIMER CLAUSE: Job descriptions and specifications are not intended and should not be construed to be an exhaustive list of all responsibilities, skill, or working conditions associated with a job. They are intended to be an accurate reflection of the principal requirements of the position.