



## **Executive Director (ED) / Chief Executive Officer (CEO)**

At The Women's Home (TWH), we envision a world in which every woman embraces her unique value and potential for a life filled with love, dignity and purpose. For nearly 60 years, The Women's Home has helped women in crisis to rebuild their lives through residential treatment programs and permanent supportive housing. The Women's Home is currently seeking a new leader for the organization.

### **Summary of Responsibilities**

- Collaborate with TWH's Board of Directors (Board) and key committees to develop the policy and direction of the organization. Ensure members of the Board of Directors have the information necessary to perform their fiduciary duties and governance responsibilities.
- Create, reinforce, and provide overall leadership to execute TWH's mission, vision and strategic direction.
- Manage TWH programs, staffing, resource allocation and financial health.
- Build strong, cooperative relationships with applicable mental health, substance abuse, homeless agencies / providers and policy makers, donors, foundations and community.
- Oversee all the operations at TWH to ensure the highest quality of service is provided.
- Create and promote an organizational culture to enable TWH employees to perform their best, by providing strong leadership and direction.

### **Key Responsibilities**

#### Leadership and Strategies

- Champion the mission and core values to the Board, staff, donors, supporters, United Way and community.
- Develop and communicate vision for the future, strategic goals and plans to The Board, staff, donors, supporters and community.
- Develop and execute a sustainable funding strategy and methodology.
- Be a prominent and proactive advocate and spokesperson for TWH, communicating a compelling and inspiring vision.
- Be proactive in identifying and prioritizing the significant community needs, i.e., mental health, substance abuse treatment, homelessness, etc.
- Strengthen and grow TWH programs: assure high standards for program outcomes and evaluations.
- Develop a culture and organization at TWH of collaboration, teamwork, inclusion and appropriate delegation and dispersion of power.
- Ensure staff set effective and productive goals, identifying and leveraging best practices.

### Fundraising / Resource Development

- Develop and implement fundraising systems and strategies that meet TWH financial, program and operational goals.
- Develop, cultivate, nurture and maintain successful relationships with multiple funding sources such as United Way, individual and corporate donors, government agencies, foundations, etc. to further philanthropic goals.
- Maintain a methodology for proactive, sustainable fundraising through events, foundations, government sources, corporations, private donors and community partners.
- Maintain a system for tracking corporate, individual and foundation supporters.
- Develop an annual fundraising plan including cultivating additional new funding sources.
- Prioritize competing projects or events.
- Ensure Brand standards are followed by staff and volunteers.

### Community and Board Relationships

- Be an articulate and effective advocate and spokesperson for TWH.
- Proactively cultivate strong internal and external relationships with the Board, TWH Staff, supporters, funders, potential donors, foundations, local businesses, state and local government and the media.
- Keep the Board informed of all matters relating to TWH.
- Ensure that any decisions by the Board are implemented throughout TWH organization.
- Maintain strong ties to the community, government and neighborhood in which TWH resides.
- Raise the profile and enhance the branding of TWH.

### Fiscal Control and Management

- Foster a strong culture at TWH that values accountability and collaboration among its employees.
- Work with the Board and Finance Committee to oversee, develop and manage the Strategic Plan, Annual Plan, and the operating budget to ensure sound fiscal responsibility.
- Maintain financial control to manage expenses and meet budget targets.
- Ensure financial best practices are identified, communicated, and monitored within TWH.
- Enhance staff performance through effective leadership, coaching, and problem solving.
- Clearly and consistently delegate appropriate responsibility levels.
- Insure adherence to United Way and government fiscal policies and accounting practices.
- Maintain good management policies and procedures for the day-to-day operation of TWH.
- Recruit, retain, manage and empower a capable and dedicated management team.
- Maintain and update all policies and procedures and ensure adherence.

### Program Management

- Monitor program performance goals to ensure resources are utilized appropriately and are financially viable.
- Confirm operating policies are appropriate for the WholeLife® Program.
- Maintain systems essential to effective administration of program operations.
- Maintain rehabilitation and supportive housing programs with appropriate accreditation and licensing.
- Regularly monitor standards, laws, effectiveness, and overall efficiency of the supportive housing programs.

## Qualities and Qualifications

- Prefer experience as a nonprofit Executive Director/CEO with significant years of progressively responsible leadership roles in health or behavioral health, community development or a multi-service agency.
- Prefer Masters or PHD degree in health or behavioral health field, management or a related field.
- Prefer experience creating and implementing fund development strategies and systems.
- A passion for serving and being the voice for vulnerable populations.
- Ability to think strategically, create a vision for the future and lead others in achieving that vision.
- Belief in the dignity of worth of each individual and in their ability to grow and make changes.
- Values team work and collaboration that is inclusive and respectful.
- Ethical and accountable in all transactions.
- High energy self-starter with strong interpersonal skills.
- Possess excellent communication skills both written and oral.

## Candidate Submissions:

Please submit a cover letter and resume in Microsoft Word or Adobe PDF format to [twsearchcommittee@gmail.com](mailto:twsearchcommittee@gmail.com). A White Paper providing detailed information about The Women's Home is available upon request. The Search Committee is actively seeking candidates and is expecting to fill the position early in 2017.

The Women's Home is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity and expression, national origin, age, marital status, disability, veteran status, genetic information or any other basis protected under applicable discrimination law.