

TEXAS HOMELESS NETWORK

President/CEO

Job Description

Job Title: President/CEO

FLSA Classification: Exempt

Reports To: Board of Directors

Summary: The President and Chief Executive officer (CEO) of Texas Homeless Network, working with the Board of Directors, is responsible for the accomplishments of the organization. The President/CEO reports to the Board of Directors primarily through the Chairman of the Board, and is responsible for the organization's consistent achievement of its mission.

Essential Duties and Responsibilities: The essential duties and responsibilities of this job are agency leadership, planning and collaboration; resource development; program delivery; administration and management of Texas Homeless Network. Other essential duties may be assigned by the Board of Directors as needed.

1. AGENCY LEADERSHIP, PLANNING AND COLLABORATION – provide the direction of the agency, communicating it clearly to internal and external stakeholders.

- Oversee implementation of the state's plan to prevent and end homelessness
- Build effective public, nonprofit, and private sector relationships necessary to ensure agency success
- Maintain visible community leadership and a positive public image to ensure optimal agency effectiveness
- Facilitate collaboration between and among statewide and local homeless service providers
- Participate in public advocacy coalitions; monitor local, state and federal legislation and administrative actions related to preventing and ending homelessness
- Promote best practices and innovative approaches to prevent and end homelessness
- Lead and participate in community collaborations, task forces, and other planning bodies related to preventing and ending homelessness
- Serve as the agency spokesperson and public representative of Texas Homeless Network

2. RESOURCE DEVELOPMENT – acquire and maintain adequate resources to support the activities of the agency

- Identify potential funding sources – both private and public – to maintain and expand THN's administrative and programming capacity
- Pursue identified funding sources, including coordinating with Board to gather data, build relationships, develop and submit proposals and provide good stewardship
- Ensure that appropriate reports are provided to funders and other stakeholders in a timely manner
- Increase, strengthen and diversify the organization's funding sources
- Oversee fundraising events, stewardship activities and fee-based programming/activities
- Cultivate and maintain positive relationships with current and potential funders

3. PROGRAM DELIVERY – manage the development and implementation of programs which support the mission of THN

- Oversee the fulfillment of HUD mandates for Balance of State lead agency including:
 - The maintenance and successful implementation of the Homeless Management Information System (HMIS),
 - The implementation and reporting of the homeless point in time count and other research efforts,
 - The submission of the annual Continuum of Care (CoC) collaborative application for funding for Balance of State,
 - The implementation of Coordinated Access for Balance of State, and
 - Other defined HUD mandates required of a lead agency
- Provide support for other CoC lead agencies and homeless service providers throughout Texas
- Determine and oversee additional programming to be offered by the agency
- Raise awareness and provide education to the general public on homelessness
- Build effective communication and collaboration with partner agencies
- Assure meaningful evaluations of service delivery are in place to monitor system and program outcomes and effectiveness

4. ADMINISTRATION AND MANAGEMENT – hire and supervise staff to ensure the smooth operation of the agency always striving for peak performance.

- Align the work of the staff and agency's programs with the mission
- Lead strategic planning and performance management for the agency
- Maintain regular communication with and provide support to the Board of Directors
- Regularly review, update and maintain standard operating policies and procedures for agency
- Develop and maintain sound financial practices and ensure adequate resources
- Regularly inform the Board of Directors on the financial and programmatic condition of the organization and all important factors influencing it
- Work with the staff and Finance Committee to prepare annual agency budget and manage the agency so that it operates within budget constraints and guidelines
- Jointly, with the Board of Directors, generate official correspondence of the organization, and, with designated officers, execute legal documents
- Meet all organizational contractual and fiduciary requirements

QUALIFICATIONS

EDUCATION AND/OR EXPERIENCE

- ✓ Seven or more years of executive or senior leadership experience in nonprofit agencies – direct experience at a state level agency a plus
- ✓ Bachelor's degree required and Master's degree preferred
- ✓ Financial, human resource and operational management experience
- ✓ Experience working with homeless services, residential programs, or affordable housing a plus
- ✓ Experience as a community organizer or leader of community change a plus

THE IDEAL CANDIDATE WILL:

- ✓ Be a dynamic leader
- ✓ Lead with integrity
- ✓ Champion strategic perspective
- ✓ Exhibit strong resource development skills
- ✓ Lead transformational change and enhanced outcomes in the state's system of homeless programs
- ✓ Build collaborative relationships (interpersonal, agencies, community, etc.)
- ✓ Communicate effectively both orally and in writing: strong public speaking skills, listen well, encourage open communication and dialogue
- ✓ Demonstrate the ability to adapt strategy and tactics rapidly in response to changing information or program needs
- ✓ Show success at managing a diverse set of tasks
- ✓ Possess mature self-confidence – positive outlook, personal integrity, works well under pressure, handles stress well, and sets appropriate boundaries
- ✓ Effectively motivate and engage with Board, management team and staff
- ✓ Possess financial and resource management acumen
- ✓ Demonstrate advocacy with a passion for the mission
- ✓ Possess analytical skills, knowledge of evaluation methods and statistics

Salary dependent on experience.

Interested candidates should email a resume to resumes@homelesshouston.org no later than Friday, July 3rd.

Equal Opportunity Employer