

Ecumenical Partnership for Housing Executive Director Position Description

Updated June, 2018

<p>Summary level description:</p>	<p>The purpose of the Executive Director position is to ensure the deployment of the EPH mission, vision and strategic initiatives as determined by the Board of Directors, to increase the awareness of EPH within our community leading to increased financial strength and resources, and to manage the day-to-day operations of the organization, including the management of the staff.</p> <p>The Executive Director reports to the Executive Committee, and is a member of the Executive Committee and the Board of Directors, with direct support from the EPH President. The Executive Director is also the primary partnership liaison with The Salvation Army, Golden House, partnership churches, and other community providers.</p>
<p>Background:</p>	<p>EPH is a partnership of Green Bay area churches, The Salvation Army, and other support service organizations working together to provide safety, stability, and solutions for homeless families in our community. At its current capacity, EPH manages over thirty family housing units and a staff of professional and volunteer/coordinator positions.</p> <p>EPH has three primary areas of focus: Transitional Housing, Long-term Supportive Housing, and Prevention of Homelessness</p>
<p>Specific Responsibilities:</p>	<ul style="list-style-type: none"> ➤ Uphold the mission, vision, and core values of EPH. ➤ Provide leadership to the Executive Committee and the Board on the development and deployment of core values, mission, vision, and strategic initiatives. ➤ Work with the Executive Committee and the Board to create an organizational strategy and structure to meet future community needs, including the committee structure. ➤ Increase the awareness and visibility of EPH within the greater Green Bay community, with a priority on organizations and individuals focused on homeless family issues. <ul style="list-style-type: none"> - This includes communication/marketing/social media within the community as well as communication to our partnerships and contributors. ➤ Develop and deploy a process to ensure current year as well as long-term financial support consistent with the vision, strategic initiatives, and community needs. This includes leading and coordinating the annual direct mail campaigns as well as capital campaigns.

Specific Responsibilities (continued):	<ul style="list-style-type: none"> ➤ Develop and grow relationships with potential and major contributors within our community. This position has historically been the “face of EPH” in our community. ➤ Manage the day-to-day operations of the organization, including providing leadership for all staff positions. ➤ Be the liaison with member churches and partnership organizations, including The Salvation Army, Golden House, Freedom House Ministries, and related staff. ➤ Develop and execute the annual budget.
Authority Level	<ul style="list-style-type: none"> ➤ Authorization of payments up to \$2500
Reporting relationship:	<p>Direction provided by the Executive Committee. This position is accountable to the Board of Directors.</p>
Knowledge, Skills, Job Requirements:	<p>Primary attributes:</p> <ul style="list-style-type: none"> • Leadership knowledge and experience, passion, and a desire be in Christian service to others • Vision, strategic thinking, and proven efficacy • Ability to develop community relationships as it relates to financial sustainability <p>Knowledge and Skills:</p> <ul style="list-style-type: none"> • Excellent leadership and organizational skills, senior-level organization leadership experience • Experience in strategic planning and deployment • Experience in financial development and/or marketing • An understanding of finance and financial statements • Bachelor’s Degree in social services, business, or related field • Some knowledge of the issues, challenges, and complexity of homelessness preferred.
Compensation:	<p>As determined by the Executive Committee and Board of Directors</p>