



The Housing Action Coalition of Waukesha County, Inc.
Job Description

TITLE: *Executive Director*

Posted Online:

POSITION: Employer-At-Will, Full-time, Salary (Salary Range: \$55,000-\$65,000)

CLASSIFICATION: Exempt

DEPARTMENT: The Housing Action Coalition of Waukesha County, Inc.

REPORTS TO: Board of Directors

LOCATION: WAUKESHA COUNTY

To APPLY: Please send your cover letter and resume to Joe Pieper, Board Chair.

Email: joseph.pieper@sbcglobal.net

MISSION:

The mission of The Housing Action Coalition is to educate, advocate, and raise awareness while providing a cohesive and coordinated response to homelessness and housing instability throughout Waukesha County.

SUMMARY/ OBJECTIVE: The Executive Director is responsible for the overall management and direction of the organization in accordance with its vision and mission. The Executive Director works under the general oversight of the Board of Directors.

The Executive Director provides oversight and overall management, planning, vision, and leadership for all aspects of the Housing Action Coalition, which is the lead agency for the local Waukesha Coalition. The Executive Director assumes a leadership role throughout the Waukesha Coalition in partnering with collaborating service providers, businesses, foundations, government officials, other nonprofits, and supporters. The Executive Director works with the Board and Board Committees to establish the vision, policies, strategic focus, priorities, and general scope of programs the lead agency will deliver.

CONTINUUM OF CARE & COALITION LEAD

- Facilitates and leads community and agency-specific committee meetings.
- Lead Point-In-Time Planning and participate in the biannual count.
- Develops and maintains effective working and public relations with local, public, private, religious, charitable, and neighborhood-based organizations in the service area and participate in related boards, councils, and commissions.
- Responsible for contract procurement.
- Conduct regular review of participant files to ensure BOS, HUD, and EHH compliance.
- Serve as a liaison with community resources.
- Maintain professional collaboration with other community agencies.
- Maintain positive, professional communication with the various HAC programs to ensure a continuum of care for all participants.
- Works with appropriate entities to develop and advocate legislation and financial initiatives.
- Coordinates, plans, develops, administers, and evaluates agency-wide service programs and activities to comply with contractual governance related to DEHCR, CDBG, WIBOS, and other HUD-regulated programs.



FISCAL MANAGEMENT & FUND DEVELOPMENT

- Develop and recommend an annual budget for Board approval.
- Work with the Board Treasurer to report to the Board on the financial status of the agency every month.
- Maintain record-keeping procedures, controls, and oversight of budget expenditures.
- Maintain and submit time-sensitive monthly/quarterly/annual grant reports that provide consistent agency funding.
- Ensure cost-effective procurement and allocation of all agency resources.
- Complete payroll and all forms related to federal, state, and local liabilities including timely submission of all forms of payments.
- Develop and secure funding, including grant research, writing, financial input, data collection/inputting, and accountability reporting.
- Assist the Board and the Fundraising Committee with the development and coordination of agency fundraising efforts.
- Develop and maintain community support by soliciting contributions of monetary and in-kind resources.
- Provide timely accountability reports and nurture long-term relationships with all funding sources.
- Manage donor software program, Little Green Light.
- Organizes, composes and responds to grant and foundation applications.
- Plans and implements resource development and fundraising strategies and activities and ensures a system for donor recognition.

FACILITY OPERATIONS & MANAGEMENT

- Oversee the use and care of the agency's building.
- Ensure appropriate maintenance, security, and improvement of the facility.
- Work with the Board to develop long and short-term plans for the agency's facility-related needs.
- Maintain and oversee the management and organization of in-kind agency donations.
- Develop employment plans to ensure the agency is adequately staffed for programmatic operations.
- Create and maintain an environment in which staff and guests feel respected and empowered to take initiative, communicate effectively, and achieve success.
- Recruit and supervise volunteers as needed to fulfill programmatic needs.
- Ensure compliance with all safety and work rules and regulations. Respect the right of confidentiality of clients and caseworkers.
- Understand cultural diversity and work professionally with others' values and culture.
- Adhere to organizational compliance with all local, state, and federal regulatory agencies.
- Ensure the maintenance of departmental housekeeping standards.

COMMUNITY & PUBLIC RELATIONS

- Represent the agency as its spokesperson in a professional manner within the community.
- Promote an effective, highly visible, and positive public image of the agency and its mission.
- Direct and assist the Board of develop and implementing marketing plans, media campaigns, and promotional materials to increase the knowledge and awareness of the agency and homelessness issues.



- Oversees and composes community relations materials including but not limited to, the website, display board, annual report, brochures, and newsletters.

GOVERNANCE & BOARD OF DIRECTORS

- Assists the Board of Directors in the recruitment and orientation of Board members.
- Performs other responsibilities as deemed necessary by the Board of Directors to ensure the success of the agency and its programs.
- Ensures a system for the recruitment, screening, placement, training, support, and recognition of volunteers.

MINIMUM QUALIFICATIONS

- Knowledge of the issues impacting community members experiencing homelessness, and of those agencies that support them.
- Undergraduate degree in public administration, social work, nonprofit management, or related field, or at least 4 years of experience in homeless services or related social service nonprofits.
- Strong written and verbal communication skills, including public-speaking abilities.
- Experience in working collaboratively with community partners, corporations, foundations, volunteers, and boards.
- Demonstrated success in fund development and financial management.
- Experience with Wisconsin HMIS Database.
- Previous non-profit organization experience preferred.
- Commitment to personal growth and learning.

SKILLS

- Track record of linking clients to meaningful services.
- Existing professional relationships with local social service providers are a plus
- *Planning and Organizational Skills:* The ability to multitask simultaneously.
- *Interpersonal Skills:* the ability to work effectively with a wide range of people.
- *Leadership Skills:* Ability to make decisions, follow through, solve problems, and delegate tasks and responsibilities.
- *Computer Skills:* the ability to use standard Microsoft Office programs, proficiency in conducting internet research, and willingness to learn new software programs.
- Previous Grant Writing experience is a plus.
- Supervisory Skills are needed.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Requires a valid Wisconsin Driver's license and proof of insurance.

PHYSICAL DEMANDS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- This is a largely sedentary role; however, some filing is required. This would require the ability to lift up to 25 pounds.



WORK ENVIRONMENT:

- The Work environment described here are representative of those an employee encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee may perform some work-related travel.
- Works predominantly indoors but may need to go between different buildings.
- The noise level in the work environment is usually moderate.

ADA: The employer will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.

AAP/EEO: The Housing Action Coalition of Waukesha County, Inc. is an equal employment opportunity and affirmative action employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, protected veteran status, status as a qualified individual with a disability, or any other characteristic protected by law.

This Job description will be reviewed periodically as duties and responsibilities change with business necessities. Essential and marginal job functions are subject to modification.