

Home to Stay – Housing Assistance Center
Executive Director Job Description

Job Title: Executive Director

Job Class: Salaried/Exempt, 5-day, 40-hour in-office work week

Reports To: Home to Stay Board of Directors

Job Description:

The Executive Director (ED) has the primary responsibility for executing the mission of Home to Stay (HTS) by leading and managing the organization's staff, operations, and interface with stakeholders in the Midland community. Working closely with partner agencies, the ED continuously assesses housing needs and challenges within Midland County and sets strategies for HTS to meet those needs through state, federal and regional programs. The ED leads the staff of HTS to execute these strategies in a manner that optimizes resources and helps to transition clients from homelessness, or the threat of homelessness, to independence.

Education & Experience Requirements:

- A Bachelor's-level degree in a relevant field is required. Candidates should also have a minimum of five years of experience working in a non-profit or government-funded agency focused on meeting various community needs. Candidates with people management experience are preferred, but emerging leaders with a proven track record of working in a team or project environment will be considered. Excellent verbal and written communication skills are also required, including a working knowledge of Microsoft Word, Excel and PowerPoint. A demonstrated knowledge of non-profit financials and how to build financial forecasting documents at a Board of Director's level will be a distinct advantage for candidates.

Specific Duties:

- Operational:
 - Provide line management responsibility for 8-12 full- or part-time employees including recruiting, hiring, goal setting, and performance management.
 - Lead and secure the grants and programs necessary to aid HTS clients in both Housing Assistance and Home Repair. Ensure funds are utilized in a proper and consistent manner, reporting metrics to grant and program administrators as required.
 - Work with the HTS Finance Director to set and maintain budgets, manage employee compensation and benefits, and complete required audits.
 - Define the agenda and produce the board packet for monthly Board meetings including budget report. Attend monthly Board, Executive Committee and Ad-Hoc meetings.
 - Work with HTS staff, volunteers, and contractors to maintain facilities, equipment, and IT infrastructure.
 - Define and maintain risk-management strategies and training to ensure the Agency is both compliant and viewed as having high ethical standards by stakeholders and the community.

- Strategic:
 - Provide the "face" of HTS in the Midland community through communication, participation in appropriate forums and communities, and partnerships with local agencies. Educate the community on the housing challenges faced by our residents and cast the vision for how we can work together to transition people to self-sufficiency.
 - Oversee program development and evaluation, creating outcomes to meet community needs.

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- Inspire volunteers to work with HTS to meet housing challenges in Midland County through communication of tangible needs, tasks, and programs. Provide positive feedback for volunteers who have served.
- Provide transparent and meaningful communications with the HTS Board of Directors to assess the Agency's performance against the Strategic Plan. Help to both leverage successes and define areas where improvement is needed.
- Prepare accurate and timely analyses that capture and communicate fundraising results, variances, and performance trends. Work with the HTS Board to meet annual financial/fundraising goals.
- Strive to lead a positive culture of collaboration, helpfulness, care within the staff, and relationships between staff members and key stakeholders.

Compensation and Benefits:

Home to Stay strives to provide a fair compensation package based on both job requirements and the candidate's education and experience. HTS provides paid holidays and a paid-time-off package. Specifics will be reviewed when an offer is made.

HTS is an equal opportunity employer, consistent with the laws of the State of Michigan. Due to the nature of the work involved, a background check will be required prior to employment and the HTS Board reserves the right to deny employment if the results are found to be dissatisfactory.

About Home to Stay

Home to Stay Housing Assistance Center promotes self-sufficiency for Midland County residents in need of safe, stable housing and support services. We are a United Way agency and the central point of intake for high-need individuals and families facing eviction and homelessness, as appointed by the state. Further information on the agency, our services, and our staff can be found at www.myhometostay.org.