



Executive Director Job Description

Position Description:

The Executive Director sets the overall strategy and management for the Gilead House program. The Executive Director works closely with the Board and the Staff to ensure that the program is meeting the needs of homeless mothers and children.

Reports to: Board President

Employment status: Half-time, ongoing

Qualifications: Experience leading a faith-based, non-profit agency; proven track record in fund-raising; excellent time management and communication skills.

The Executive Director works closely with the Board of Director to ensure:

- ◆ Fundraising activities required to develop and grow the Gilead House are performed at a high level.
- ◆ Communication channels are open between the Board, Family Advocate and House Manager.
- ◆ Administrative duties are performed and we are in compliance with all funding agencies.

The Executive Director is responsible for and has authority to perform or oversee the following specific administrative duties. Central to this role is the effective recruitment and guidance of volunteers who will perform many of the specific tasks below under the direction of the Executive Director.

Fundraising, Outreach & Grant Administration - Create and oversee a comprehensive, successful development program to meet the organizations financial goals

- Represent Gilead House, establish and maintain effective relationships with the following:
 - Top tier donors
 - Volunteers and supporters
 - Community and service organizations
 - Corporations
 - Churches in Marin
- Liaison between supporting and participating churches and GH. Meet annually (minimum) with church representatives to provide updates, cultivate volunteerism, and encourage support.
- Planning, organizing, and leading the fundraising efforts and programs
- Prepare and present proposals to appropriate organizations and individuals
- Work with the Board to develop specific project proposals
- Maintain records and master calendar for grant proposals, reports and deadlines.
- Maintain current donors through thank you letters, contacts and invitations to events.
- Research potential donors via industry publications, other non-profit sources and web
- Attend meetings of Marin Continuum of Housing & Services and other related agencies

- File reports and attend meeting associated with Grants
- Coordinate the publication of the newsletter

General Administration

- **Program Execution and House Operations – Works with the Staff to ensure that the program goals are achieved by the moms and their children**
 - Collaborate with board and staff in setting appropriate resident goals, with incremental measurement and inspection, to ensure program success
 - Interview potential residents and make recommendations to the Board
 - Maintain close contact with House Manager and Family Advocate to ensure that the moms effectively meet their success goals for program completion
 - Attend house meetings at least once per month
 - Manage and support the staff in their roles via staff meetings, staff/board liaison, and review staff member goals achievement.
 - Liaison with the prayer team and the landlord
- **Program Administration**
 - Maintain effective records including the accurate tracking of residents participation in the program to accurately assess success rates and outcomes
 - Maintain statistical data base, personnel records, waiting lists, Procedure Manuals and files
 - Represent Gilead House to the relevant community agencies
 - Check GH voice mail, post office mailbox and email daily
 - Manage the Marketing Program including public relations, print and electronic media including the web site.
- **Board of Directors:**
 - Schedule and participate in monthly Board meeting
 - Prepare agenda and distribute staff reports in advance
- **Finances**
 - Review monthly financial reports to ensure alignment with budget
 - Coordinate with accountant regarding finances, insurance and legal documents
 - Prepare yearly budget in conjunction with the accountant and Board
- **Capital Campaign:**
 - The Executive Director will liaison with the Capital Campaign manager to ensure both tracks of development efforts are coordinated and communicated effectively
- **Expansion Project - Construction:**
 - Review and participate in the construction efforts insofar as specific aspects require input from the ED on functionality and other aspects of the new home.

Submit resumes to: info@gileadhouse.org

For further information contact: Jeff Jones, Board Member at 415-302-2079