

Winter Sanctuary, Inc.
Job Description

Job Title: Executive Director
Reports To: Board of Trustees/Executive Committee
Prepared By: Executive Committee
Preparation Date: 5/3/2023

SUMMARY

The Executive Director will serve as the chief community officer for The Winter Sanctuary focusing on building relationships with the community and resource holders.

Primary focus will be fundraising for day to day operations including any capital campaigns for maintaining and improving current and future facilities.

Winter Sanctuary's mission is to provide a safe place for those experiencing homelessness during the harsh winter months while also offering year round housing assistance and advocacy.

ESSENTIAL FUNCTIONS AND DUTIES

- Serves as the primary leader of the organization and assists in carrying out the mission of the organization as defined by the board.
- Implements board policies in collaboration with the Assistant Director and assists with short and long-term planning.
- Attends and reports on outcomes and results to Board of Trustees and Board Committee meetings.
- Serves as a primary liaison with community agencies.
- Identifies funding sources and submits funding proposals, ensuring grant reporting requirements are completed.
- May assist in the hiring and training of support staff.
- In coordination with the Board Treasurer and Assistant Director, submits budget recommendations to the Board, monitors and ensures fiscal stability of the organization.
- Attends local, state and other meetings, seminars, conferences related to homelessness.
- Other duties may be assigned.

COMPETENCY REQUIREMENTS

- Accountable to the Board of Trustees to assure sound governance, outcome measurement and strategic direction
- Coordination of staff work plans to support changing needs of organization
- Excellent written, verbal and electronic communication skills
- Excellent planning and organizational skills

- Ability to work effectively with people with diverse educational, cultural and socio-economic backgrounds
- Results oriented
- Ability to respond to a crisis situation in a calm and collected manner
- Knowledge and understanding of the importance for confidentiality as it relates to guests, staff and volunteers

Job Specifications and Qualifications

- Must provide their own transportation.
- Ability to work flexible hours as required by the needs of the organization.
- Must be able to pass a criminal FBI BCI background check every five years.

Application Process

If you are interested in this position, please submit your resume to Rachel Harrison at:

rachel.jagielski.harrison@gmail.com

Desired Knowledge and Skill Level or Equivalency

Two-year degree or higher in social services or other related fields, is preferred.

3-5 years of executive or senior leadership experience, preferred

3-5 years of experience in a non-profit organization is preferred.

Experience in collaborative process for planning, development and executing organizational plans/processes

Volunteer management experience a plus

Demonstrated involvement in local community a plus

Experience working independently and as part of a team.

Excellent interpersonal skills, able to work with many different types of people.