Position Title: Executive Director
Reports to: Board of Directors
Salary Range: $120,000-135,000/annual (performance-based bonuses would be considered)
Benefits: Medical, Dental, Vision, PTO, and IRA
Classification: Full-time; Regular; Exempt; At Will
Location: Seattle, WA (Must be located in the Seattle area. Office is hybrid.)

About Us
Facing Homelessness was founded in 2013 with a belief that we can and will end homelessness when we invite the community to be a part of the solution. Our programs are designed to bring people closer, reduce fear of the unknown, and build our community’s capacity for compassion:

- Ethical Storytelling
- The Window of Kindness
- The BLOCK Project

Our mission is to inspire deliberate relationship-building, engagement, and community mobilization toward ending homelessness. Each program is an entry point and a doorway for community members to contribute their unique passions and skills to end homelessness. Facing Homelessness is a nimble and entrepreneurial organization that provides a truly unique opportunity for professional fulfillment and impact across the entire community. To learn more about our organization, please visit our website: https://facinghomelessness.org.

About You
You are a visionary, creative, energetic, and compassionate person who is ready to engage in the challenge to end homelessness. As a professional, you have deep experience establishing partnerships, fundraising to increase major revenue streams, and strengthening infrastructural operations to chart a path forward with a strategic plan. You view mutuality as an essential foundation for growth, and you have a passion for expanding and deepening an organization's relationships and impact. You enjoy working collaboratively with teams and creating supportive environments with understanding and emphasis on your team and value their growth.

About the Position
The Executive Director will lead a team of eight (8) talented, committed staff members and consultants who work with our communities and individuals to deliver our programs. Reporting to the eight-member (8) Board of Directors, the Executive Director will have overall strategic and operational responsibility for the organization’s community presence, donor relations, collaborations and relations with other nonprofits, and mission achievement.

It is expected that the ED will play an active role in helping shape the community’s understanding of homelessness and its appreciation for those who are experiencing homelessness. The Executive Director will help to lead an in-depth and collaborative strategic planning process to determine the road ahead for our organization. This will involve building current staff capacity and growing the organization as needed to achieve the goals of that plan.

Essential Duties & Responsibilities

Organizational Leadership, Management & Operations
● Oversee daily operations and the continued development of inclusive and equitable organizational structures and policies.
● Supervise and collaboratively work with the leadership team and staff in building a common understanding of Facing Homelessness’ role in the community.
● Responsible for overseeing human resource policies and maintaining a positive work culture that attracts and retains people while driving the organization’s mission.
● Engage with staff providing mentorship and guidance to support ongoing development and professional growth.
● Ensure effective systems are in place to maintain progress towards our mission and strategic plan (will be developed with the Executive Director); regularly evaluate organizational/program components to measure successes, growth, and alignment.

Board & Governance
● Develop and sustain a productive relationship to maintain a strong Board of Directors fulfilling Facing Homelessness’ mission and goals.
● Facilitate regular, transparent, and relevant communication directly between the board and staff.
● Partner and collaborate with the staff and board to develop and implement strategic plans for long- and short-term goals, ongoing development, and growth.
● Manage, prepare, and present monitoring reports, financials, and development reports to the board.
● Keep the board informed of relevant current or emerging issues and trends that lead to innovation and growth within the community and potential partnerships.

Finance & Legal
● Oversees all financial management, budgeting, and reporting in conjunction with the financial controller, staff, and Board.
● Expand revenue generation and fundraising activities to support existing and growing program operations.
● Recommend yearly budget for Board approval and manage the organization's resources within those budget guidelines.
● Work with legal counsel to identify potential risks and risk mitigation strategies, coordinating with the board and staff as needed.

Fundraising, Partnerships, & Advocacy
● Serve as one of the primary spokespersons for Facing Homelessness to its constituents, funders, the media, and the general public to convey its mission and goals.
● Identify and coordinate speaking and thought leadership opportunities, leveraging staff and board as spokespeople, and aligning individuals to where their experience or relationships are best suited to the audience. Further and elevate our public voice.
● Work to develop and implement fundraising strategies with the development team to support our growth objectives.
● Oversee all external communications, including website, marketing collateral, newsletters, annual reports, and social media.
● Carry and expand a portfolio of individual and major donors, partners, and foundation relationships.
● Cultivate, maintain, and strengthen relationships with key stakeholders (i.e.- communities, funders, donors, and partners) to increase collaboration, connection, and mission growth.
● Identify potential new grants, government, corporate, and investment opportunities and coordinate proposals.

Qualifications
● 5+ years’ experience in nonprofit leadership responsible for operations and developing teams.
● 4+ years’ experience in fundraising strategies with major and individual gifts.
● 3+ years’ experience developing, overseeing, and maintaining financial resources for organizational budgets.
● Experience working with homelessness and/or affordable housing and development.
● Experience developing and implementing a successful strategic plan that enables sustainable maturation and growth of the organization.

Additional Desired Skills & Abilities

● Alignment with Facing Homelessness Values (https://facinghomelessness.org/mission-vision-values)
● Experience and ability within a distributed leadership model and collaborative decision-making: consistently work and collaborate with staff and board - listening, empowering others to create and implement solutions, being self-reflective, and sharing power.
● A strong understanding, commitment, and demonstrated ability to integrate equity, inclusion, and belonging.
● Track record of effectively working with boards and staff to lead an outcomes-based organization.

Benefits:

● 75% premium for medical/dental/vision insurance paid by employer
● Time off: 172 hours PTO per calendar year; 9 paid holidays
● Simple IRA retirement plan with employer matching
● Employer provided laptop and work phone number (used on personal phone)
● Flexible schedule and remote work options at times

How to Apply

Nonprofit Professionals Now (NPN) is pleased to be working with Facing Homelessness in an effort to fill this key role.

To learn more about Facing Homelessness and this opportunity, please review the full job description and application information available at: https://bit.ly/FHExecDir

All applications must contain a resume, statement of interest, and completed screening questions. All submitted materials are reviewed by NPN staff and considered as part of the hiring process.

Application Deadline: June 14, 2023