Family Promise of Greater Denver | Executive Director, Full Time

The mission of Family Promise of Greater Denver is to form relationships with families at risk of or experiencing homelessness by providing shelter, meals, and a spectrum of supportive services as they obtain permanent stability. To learn more about the organization please visit our website at: www.familypromiseofgreaterdenver.org

Position Overview:
The Executive Director has responsibility for the organization’s daily operations. This includes overseeing all strategic, financial, and operational aspects, as well as managing a small staff. The Executive Director reports to the Board of Directors. Overall, the candidate leads a unique organization with various interventions for families experiencing or at risk of homelessness through partnerships with diverse communities of faith and the general community.

Skills:
- Strong leadership, advocacy, administrative, and fund development abilities
- Visionary and detail-oriented
- Creative and analytical
- Highly organized
- Exceptional communicator through writing and public speaking
- Approachable, professional interpersonal skills
- Takes initiative, has good judgement
- Strong commitment to the mission of the organization

Qualifications:
- Minimum five (5) years of nonprofit, social work, advocacy, administration, fundraising, budget management, strategic planning, grant writing, and/or leadership experience
- Bachelor’s degree in social work or related field required
- Master’s preferred

Duties and Responsibilities:
- Schedule – Full time, salaried, exempt
- Work Week – Monday through Friday with occasional weekend commitments
- Hours – 8am-5pm with occasional evening commitments
- Travel – Around the greater Denver area, 15% of time

Board Relations:
- Provide monthly organizational reports to the Board
- Attend and actively participate in monthly Board meetings as the staff liaison
- Communicate with the Board President and other members, as needed
- Support Board member recruitment and development
- Attend all committee meetings, as requested
Personnel Management:
- Recruit, hire, supervise, and nurture employees
- Ensure employee timesheets are completed
- Complete annual staff evaluations
- Track staff development and document issues, as necessary

Program Development and Administration:
- Oversee the development, implementation and evaluation of agency programs and services
- Coordinate and communicate services with other community agencies and organizations
- Oversee evaluation and refining of programs

Fiscal Management:
- Maintain record keeping procedures, controls and oversight of budget expenditures via Bank Accounts and QuickBooks
- Act as main point of contact for CPA firm and ensure appropriate tax documents are filed in a timely manner
- Maintain and submit time sensitive grant applications and reports that provide consistent agency funding

Resource Development:
- Develop and secure funding from a variety of sources alongside the Development Manager (Government, Congregations, Foundations, Individuals, Fundraising Events, and Corporations)
- Assist with fundraising events to ensure success
- Develop community support by soliciting contributions of monetary and in-kind donations
- Nurture long-term relationships with funding sources
- Oversee donor software program, Salesforce, in order to track donor giving

Facility Operations and Management:
- Oversee the use and care of all facilities
- Ensure appropriate maintenance, security and improvement of the facilities

Community and Public Relations:
- Represent the agency as its spokesperson in a professional manner with faith communities, community agencies, coalitions, media outlets, individuals and the community-at-large
- Maintain collaborative relationship with Family Promise National Office
- Actively promote an effective, high-visibility and positive public image of the agency and its mission in partnership with Development Manager

Environment:
- Rewarding mission serving families with children, giving them hope and a better future
- The Executive Director is a community leader, changing the landscape of homelessness
- Opportunity to work with amazing, generous-hearted community volunteers
- Fast paced, challenging work environment, with no dull moment
• Collaborative team environment where everyone has a voice
• Year round mission and weekend events
• Salary and health insurance package

Application Process:
Submit the following information to fpgdjobs@gmail.com:
• Resume
• Cover Letter
• Salary Range
• References (up to 3)
• 1-3 Page writing sample (writing sample should highlight storytelling and statistical information to create a competitive argument for funding)