



Building community, strengthening lives.

Family Promise of Linn County Executive Director: Job Description

Family Promise of Linn County (FPLC) is an interdenominational faith-based program designed to transform the lives of homeless families with children by providing shelter, food, counseling, training, transportation and other assistance in a safe and compassionate environment.

Job Objective: Provide case management to homeless families, serve as spokesperson and face of FPLC, and provide coordination and administration of the program.

Responsibilities:

1. Provide case management for all guest families
 - a. Conduct intake interviews with prospective families
 - b. Assess needs and develop individualized plans for each family
 - c. Meet with families to monitor progress in securing housing, employment, job training, and entitlements/human services resources
 - d. Provide referrals to other organizations as appropriate
 - e. Advocate for families as needed
2. Serve as spokesperson and face of FPLC
 - a. Represent FPLC to the public and the media
 - b. Work with FPLC clients to obtain client stories to share
3. Coordinate fundraising for FPLC
 - a. Promote and assist Board in fundraising
 - b. Track upcoming grants and grant reports due
 - c. Apply for grant funding with Board support
4. Coordinate all network components to administer program
 - a. Maintain regular contact with coordinators and key individuals at each host congregation
 - b. Communicate regularly with referring and supporting agencies and volunteers
 - c. Actively participate in providers' groups and other forums with human service agencies
 - d. Organize and schedule transportation, including drivers and van maintenance
 - e. Maintain and update master schedule of host congregations
5. Apprise FPLC Board of emerging needs and opportunities, including additional staff, congregational recruitment and replacement, and potential funding sources
6. Supervise additional staff and volunteers
7. Train Coordinators and hosts in all new host congregations and conduct volunteer trainings as needed
8. Plan agenda for the Network Committee (director, primary coordinators from each congregation, and one board member) and convene the Network Committee every six to eight weeks, as necessary
9. Oversee records on network operations and guests' progress. Provide reports as requested by the Board and as required for funding sources. When requested, provide statistical and other information to Family Promise
3. Develop and maintain an Emergency contact schedule for off hour coverage
10. Manage daily expenses and other operational duties as requested by the board
11. Work with the board president to plan board meetings. Work with board committees as necessary

Accountability: The Executive Director reports to the Board of Directors.

Qualifications: The successful candidate for Executive Director must be an enthusiastic individual with good judgment and compassion for persons in a homeless situation. He or she must also have the willingness to enforce the rules for guests and impose sanctions as necessary. The Executive Director enjoys working with people and helping them to set and achieve goals.

Minimum criteria for consideration:

- MSW degree plus three years' experience in a social service environment or equivalent experience
- Ability and experience in counseling clients in a human service setting
- Previous business management, human resources or marketing experience
- Ability to work effectively with a wide range of people of different backgrounds and faiths
- Create and maintain partnerships with area human services programs and resources
- Strong leadership skills: ability to make decisions, delegate tasks and inspire others to carry them out
- Planning and organizational skills; ability to multi-task
- Oral and written communication skills; ability to make presentations to large groups
- Have a valid drivers license

Preferred criteria:

- Experience in working with homeless
- Case management background
- Experience in volunteer management
- Ability and experience in counseling clients in a human service setting
- Experience in resource development; fundraising, events, and grant writing skills

Working hours: The Executive Director typically works a 40-hour week. During the first six months, additional hours may be required. After hours, the director is on call for emergencies.

Salary: \$42,500 to \$47,500

To apply: Send resume, including three references, and a cover letter describing why you want to direct Family Promise of Linn County and why you are uniquely qualified for the position to:

Family Promise of Linn County
c/o First Presbyterian Church
310 5th Street SE
Cedar Rapids, IA 52401