**Executive Director – Job Description**

**TURNING POINTS – Bradenton, Florida**

The vision of the Community Coalition on Homelessness, now known as Turning Points, is to live in a community where everyone has a home. To implement this vision their mission is to "provide, coordinate and facilitate services to men, women, and children to prevent and reduce homelessness in Manatee County, Florida”.

‘*Where compassion takes action*’ is this not-for-profit’s motto. As a One-Stop Center, Turning Points and its partners provide a wide array of free services and programs designed to assist indigent, low income, and/or uninsured individuals and families on their path to financial stability and independence. An on-site medical and dental clinic provides health-related services to increase our client’s employability as well as to improve their overall physical and emotional well-being.

**SUMMARY**

Under the direct supervision and guidance of the Board of Directors, the person in this position is responsible for the planning, organizing, staffing, motivating, directing, and management of a non-profit agency committed to serving individuals and families struggling with issues related to homelessness. This is a full time, salaried, exempt position.

**Primary Duties**

**Resource Development and Maintenance**

* Identifies opportunities for grant funding including civic, corporate, governmental and foundational sources, preparing and submitting proposals consistent with organizational mission and goals. Oversees preparation and collation of homeless data for grant applications; prepares grant applications, ensures proper and appropriate administration of grants received, including preparation and submission of required reports.
* Oversees the development and implementation of an annual fundraising plan to secure adequate funding
* Develops and nurtures relationships with current and potential donors - mentors staff and

volunteers in good stewardship and development of lasting donor relationships.

**Agency and Program Planning**

* Works in collaboration with the Board of Directors to develop long and short term goals and a strategic plan for the organization.
* Monitors implementation of the strategic plan, serving as staff support.
* Ensures a Board orientation process is in place and utilized for new members, serves as staff liaison for the Governance Committee.
* Identifies service gaps and oversees development plans for meeting these.

**Community and Public Relations**

* Seeks out speaking engagement opportunities and acts as Turning Points spokesperson at civic, community and other relevant events. Serves as representative to the various funding agencies at community meetings and within the community at large; conducts a continuous public relations program in cooperation with the Board.
* Responds to inquiries from all facets of the media, elected and appointed officials, professional associations, business organizations, civic and community groups, grant providers, and other members of the public regarding Turning Points programs and activities.
* Oversees development, implementation, and management of agency public relations and marketing plans and agency emergency operations plan.
* Oversees the preparation and distribution of printed materials, including newsletter, brochure, press packets, as well as social media plans and website design.
* Establishes and maintains linkages with local, state and federal agencies, community organizations and governmental bodies to ensure advocacy and services for homeless clients in Manatee County.

**Personnel Management**

* Oversees recruitment, selection, training, and supervision of staff at Turning Points.
* Supervises, coaches, and evaluates senior management staff.
* Ensures personnel management is carried out in accordance with Turning Points policy.
* Provides for staff development, as appropriate

**Leadership and Accountability**

* Develops policies and procedures for consideration by the Turning Points Board, implements those approved. Ensures adherence to the agency’s policies and procedures, mission statement, and by-laws, and assume responsibility for the on-going operation of the agency.
* Acts as a liaison to the Turning Points Board and committees, serving in an advisory or support capacity to the organization and all their functioning committees.
* Attends or is represented by a designee at all meetings of the Turning Points Board and its committees. Communicates with the Executive Committee and Board as required regarding any changes in the status of the agency’s services.
* Prepares the monthly Executive Director’s report for Board Meetings on the status of Turning Points activities.
* Develops, directs, and participates in the preparation of the annual report, fiscal reports, statistical reports, agendas, minutes and program reports for the Board and committees as appropriate.
* Leads the People Assisting The Homeless group, ensuring relevant programming and training

is provided, as well as meeting objectives for the homeless coalition as a whole.

* Provide leadership to the community on homeless issues, arranging PATH meetings, and organizing community forums when indicated.

**Fiscal Management**

* Responsible for the overall financial management and fundraising of the organization.
* Oversees daily financial management, including financial statements, payroll, taxes, and other financial responsibilities.
* Develops and monitors annual budget in collaboration with the Treasurer and with oversight of the Turning Points Board.
* Oversees the annual audit process, and preparation of the organizational annual report.

**REQUIRED SKILLS/EXPERIENCE/TRAINING**

* Knowledge of and sensitivity to the diverse facets of homelessness, including agencies that provide services to the homeless.
* Ability to be professional, effective, and nondiscriminatory in dealing with employees, Board members, other agencies, and clients.
* Ability to establish and maintain cooperative and effective working relationships with the Executive Committee, the Board of Directors, representatives of the media, employees of county and city governments, grant providers, leaders in the business and civic community, and other profit and non-profit agencies.
* Demonstrated effective communication skills and the ability to understand and evaluate the viewpoints of others.
* Ability to make presentations regarding Turning Points to a wide variety of audiences, excellent public speaking skills required.
* Strong fiscal management, fundraising, community, and public relations abilities.
* Knowledge of the principles and practices of business administration and their application to public non-profit agencies.
* Knowledge and understanding of the opportunities and methodology for obtaining and administrating grants, including management, accounting, and reporting requirements and procedures.
* Knowledge of state and local laws, codes and regulations concerning non-profit business operation and homelessness.
* Knowledge of mathematics necessary to perform calculations for measurements.
* Knowledge of the theories, principles, practices, and techniques of finance and budgeting and of state and/or local laws applicable to budget preparation, approval, and administration.
* Ability to analyze and develop budget estimates, understand auditing procedures.
* Ability to participate and/or lead in meetings or perform other assignments as Turning Points representative at locations outside the office.
* Ability to analyze and prioritize Turning Points requirements and activities, identify problems, and initiate corrective measures, so as to maximize the agency’s effectiveness and maintain a positive public image.
* Ability to ensure effective provision of a range of program services to clients including screening, information and referral, case management and follow up when needed.
* Ability to supervise daily office operations, provide guidance and oversight to staff in a manner that promotes the efficient and effective functioning of the agency environment.

**Outside Employment**

The executive director shall devote his/her full time and energy to performing the duties of the position on behalf of Turning Points. The Executive Director shall not engage in outside employment that will conflict, overlap or otherwise interfere with his/her ability to perform the required duties.