



Job description

Position: Chief Executive Officer

Status: Exempt. Full-time.

Reports to: Suncoast Partnership to End Homelessness, Inc. Board of Directors

Salary range: \$90,000 - \$110,000

Mission:

The mission of the Suncoast Partnership to End Homelessness is to prevent and end homelessness in Manatee and Sarasota Counties in Florida.

Essential Job Responsibilities:

Leadership and partnerships

- Reports to and is supervised by the Suncoast Partnership to End Homelessness, Inc. Board of Directors (hereafter referred to as “Board”). The Board Chair acts as the immediate supervisor of the Chief Executive Officer (CEO).
- Supervises the implementation of national and local best practices, as defined by the U.S. Department of Housing and Urban Development (HUD) and the approved 2017 report *Creating an Effective Homeless Crisis Response System*.
- Collaborates with the Suncoast Continuum of Care Leadership Council (hereafter referred to as “Leadership Council”) and community stakeholders to prevent and end homelessness in Sarasota and Manatee Counties.
- Cooperates with the full Continuum of Care (CoC) membership, the Leadership Council, and others in the community to ensure that homelessness is rare, brief, and nonrecurring.
- Creates and maintains collaborative and working relationships with community partners, consumers, funders, businesses, faith communities, public officials, social service agencies, and others interested in addressing homelessness.
- Communicates and collaborates with community systems and organizations, including those in the criminal justice system and health care providers, regarding appropriate discharge planning to avoid discharges into homelessness.
- Provides proactive leadership and acts as the area liaison on behalf of the CoC with federal, state, and local governmental officials, including HUD and the Florida Department of Children and Families (DCF).
- Actively engages the community and manages the public policy and public relations activities of the Suncoast Partnership to End Homelessness, Inc., and acts as a spokesperson on issues related to homelessness.
- Provides the CoC, the Leadership Council, the Board, and the community with timely and adequate information to assist them in making informed decisions.
- Maintains high standards through adherence to a code of conduct and policies that reflect fairness, transparency, and accountability.

Revenue diversification and sustainability

- Expand revenue sources for the Suncoast Partnership to End Homelessness, Inc. to ensure diversification and financial stability in alignment with the Board's annual goals.
- Develops the annual Suncoast Partnership to End Homelessness, Inc. budget for submission to the Board for review and approval.
- Aggressively pursues all federal, state, and local funding that supports the core mission and competencies of the CoC and aligns with any gaps in service capacity.
- Collaborates with the Leadership Council to ensure adequate financial resources are available to maximize the effectiveness of the Continuum of Care.

Management and Oversight

- Shall be responsible for staff management, including all aspects of personnel, including hiring decisions, salaries, benefits provided, and annual personnel evaluations.
- Provides clear objectives for the staff in the performance of their duties and oversight to ensure these objectives are being met and are integrated into performance objectives for staff.
- Assists and supports the staff of the Suncoast Partnership to End Homelessness, Inc. in accomplishing objectives, including action items, meeting preparation, facilitation, and accountability.
- Sustains an effective financial management system, including providing regular reporting to the Board, the Leadership Council, and the CoC membership.
- Sustains an effective grant management system to ensure timely submission and compliance with grants and contracts.
- Assembles and maintains necessary documentation for the annual audit and ensures appropriate and timely completion of the audit process as directed and approved by the Board.
- Supervises maintenance and security of corporate documents and files.

Research and Evaluation

- Utilizes data collection and analysis including the Homeless Management Information System (HMIS) to identify gaps in services and potential new and innovative strategies to address unmet needs.
- Conducts and manages the annual HUD Point-in-Time Survey providing the results and reports as required.
- Maintains other required reporting, including but not limited to the Housing Inventory Chart, Annual Performance Measures, and other required filings, and provides this information for use by the Leadership Council, the CoC membership, HUD, and the State of Florida as required.

Continuum of Care administration

- Governs the planning for the CoC.
- Oversees the timely completion of the annual CoC application and related project applications in line with Board approved guidance, as well as applications for the State of Florida homelessness funding.
- Ensures timely programmatic and financial monitoring of sub-recipient organizations to ensure grant compliance, use of best practices, achievement of performance benchmarks, and effective resource application.
- Operates the CoC as required by HUD and the State of Florida, including maintaining a Coordinated Entry System, HMIS, and meeting other CoC requirements.

- Designs and conducts regular CoC meetings that engage, train, and educate a broad spectrum of community partners in best practices to end homelessness in Sarasota and Manatee counties.
- Supervises the implementation and evaluation of the HMIS to meet HUD data quality standards and expand the efficiency of the CoC's coordinated entry.

Qualifications

- Must commit to the mission of effectively preventing and ending homelessness.
- Must have proven knowledge, understanding, and ability to implement strategies to successfully lead a CoC.
- Experience leading and submitting CoC grants or community-related grants is required.
- Minimum Bachelor's degree in public administration, business management, social services, or related field (Master's degree preferred) or five years' experience in a senior management or leadership position.
- Demonstrated capability as a strong community leader to work with multiple sectors in the community, including but not limited to consumers, funders, businesses, faith communities, public officials, and social service agencies.
- Demonstrated expertise in organizational management and financial management.
- Demonstrated strong written, presentation, verbal, and interpersonal communication skills.
- Demonstrated commitment to results as a systems thinker who is action-oriented and innovative.
- Demonstrated ability to lead change processes and build positive collaborations for system improvements.
- Experience in the fields of philanthropy, not-for-profit management and governance, and community
- Demonstrated ability to deal effectively with a wide range of community stakeholders. The individual must be comfortable with diversity and respectful of a wide range of life experiences, perspectives, and beliefs.
- Experience working within a HUD CoC and in a Homeless Crisis Response system is strongly preferred.
- Performs other reasonably related duties as assigned by the Board or its designee.

Job Type: Full-time

Salary: \$90,000.00 - \$110,000.00 per year

Experience:

- **management: 5 years (Required)**
- **Preference for a background with Continuum Care experience, working with state and federal government grant funding, and working with administration and compliance.**

Education:

- **Bachelor's (Required)**

Please send a cover letter and resume with compensation requirements to:

Karen@MBJGroup.com by **Tuesday, January 16, 2024**. This position has a competitive salary range of 90K to 110K and benefits. Detailed qualifications & job description are located on the website: www.MBJGroup.com