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**Job Description: Executive Director (Full-Time)**

**Title:** Executive Director  
**Pay Status:** Salary (Full Time)  
**Hours:** Full time with some weeknights and weekend availability  
**Compensation:** Competitive Salary Based on experience  
**Location:** Wales, Wisconsin (Travel may be required throughout Western Waukesha County)  
**Deadline:** Applications will be accepted until December 1, 2015. Submit resume to Board Chair, Marjore Thompson at, [director@fpowwc.org](mailto:director@fpowwc.org)

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**About Family Promise of Western Waukesha County 501 (c)3**

As an affiliate of a National Organization, the mission of Family Promise is to unite communities of faith and other organizations in responding to the needs of homeless families in our community. Uniting hearts and hands, the network provides a way for homeless families to receive temporary shelter, meals, case management and other assistance while seeking their own independence. It's more than providing shelter, meals and support. It's about keeping entire families together while they work toward having a home to call their own.

**Job Description**

**Team:**

The Executive Director will represent the organization in a professional and ethical way and participate in the full functioning of Family Promise by affirming and assisting the contributions of other staff, volunteers and community partners.

**Accountability:**

- The ED is accountable to the Board of Directors for the implementation and general oversight of the organization, including the facility, operations, program and staffing.
- The ED and the Board Chair will meet often and as needed to review needs, responsibilities and to set agenda for monthly Board meetings
- The ED is responsible for the development and growth of the programs
- Monthly responsibility checklists are to be completed and documented. Annual performance reviews will be conducted by the Board based on the monthly checklists as well as the outcomes of the Strategic Plan.
- The ED is responsible for the timely completion of responsibilities with minimal oversight, ensuring that weekly hours are being met and that clients are being served, as well as identifying and reporting to the board areas of concern/ inefficiency for the purpose of procedural improvements.

**Administration and Accounting:**

- The ED is responsible for administering all policies and procedures established by the Board or designed to operate specific programs.

- The ED is responsible for the oversight of daily financial operations approving expenditures and ensuring their alignment with the organization's budget.
- The ED works regularly with the Board Treasurer to develop ongoing and improved policies and procedures and to review month-end and year-end financial reports.
- The ED works with the Board's Finance Committee and independent auditors to ensure all information is provided to auditors in an accurate and timely manner
- The ED is responsible for ensuring that the Day Center facility is maintained and operated as intended.
- The ED is responsible for keeping legal documents, contracts and licenses up to date

#### **Personnel:**

- The ED is responsible for the screening, hiring, coaching, mentoring and terminations of all FPOWWC staff and consults  
The ED is responsible for supervising of all staff and providing regular feedback and annual reviews
- The ED is responsible for creating a positive and enthusiastic team environment and organizing regular staff meetings
- The ED approves all time sheets and authorizes their submission for payroll processing
- The ED with the Board, reviews, recommends and implements any changes to policies or procedures related to staff benefits
- The ED is responsible for ensuring that staff receives proper training in best practices, trends and other responsibilities necessary for measuring job performance

#### **Congregational Hosting Facilities/ Volunteers**

- The ED is responsible for creating, coordinating and updating the master schedule of host/support congregations, the "on-call" emergency schedule and the transportation schedule
- The ED is responsible for the initial training and orientation of volunteer coordinators
- The ED will facilitate monthly volunteer coordinators meetings
- The ED is responsible for on-going volunteer training as needed or to train additional volunteer trainers
- The ED will maintain accurate/ current host and support congregational agreements and yearly renewals
- The ED will conduct annual reviews of the program with each congregation's pastoral leadership and volunteer coordinators
- The ED will work with the Host/Support recruitment committee and assist with the creation of strategies for recruitment of new congregations and volunteers
- The ED is responsible for creating a system to best leverage the skills and talents of the volunteers to meet changing program needs
- The ED will maintain regular on-going communication with volunteers, churches and community supporters via multiple social media outlets

#### **Funds Development:**

- The ED is responsible together with the Board for the fundraising of the organization
- The ED is responsible for cultivating and building relationship with local businesses and community in order to secure support and funding
- The ED is responsible for writing or assisting with and tracking of all grant applications
- The ED is responsible for the maintaining of all records of allocations and requirements
- The ED is responsible for seeing that all donations from individuals or other sources are responded to when they come in

#### **Reporting:**

- The ED is responsible for providing monthly, quarterly and annual statistical reports regarding program utilization, success and other measures per the program and organizational strategic plan
- The ED is responsible for the timely and complete reporting or any grant requirements

**Board, Budget, Strategic Planning and Committees:**

- The ED will attend all monthly Board meetings, retreats, trainings as requested
- The ED works with the Board to establish an annual strategic plan and to oversee its implementation adjusting action items as needed throughout the year
- The ED works with the Board to create the annual income and expenditures budget necessary to support the goals and action items of the Strategic Plan
- The ED works with all committees as needed or designated
- The ED works to educate the Board on issues related to homelessness in our community and trends impacting need for services and funding

**Community Presence:**

The ED is responsible for cultivating and maintaining a positive and productive community presence among the congregations, volunteers, community partners, funders and media for the benefit of the organization

**SKILLS REQUIRED:**

- Planning and organizational skills; ability to handle multiple tasks simultaneously
- Leadership skills: ability to make decisions, follow through, solve problems creatively and effectively
- Interpersonal Skills: ability to work effectively with a wide range of people
- Supervisory skills
- Computer skills: Ability to use Microsoft Office programs, internet and willingness to learn new programs
- Previous grant writing/ fundraising experience is a plus

**MINIMUM REQUIREMENTS:**

- Bachelors Degree in public administration, social Work, non-profit management, or related field
- Strong written and verbal communication
- Experience working with diverse populations
- Experience in organizational leadership, management, program/policy development and capacity building
- Demonstrated experience working collaboratively with community partners, corporations, foundations, volunteers and boards
- Demonstrated success in fund development and financial management
- Knowledge of homeless issues and programs
- Commitment to personal growth and learning

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**EQUAL EMPLOYMENT/NON-DISCRIMINATION**

*In accordance with Title VII of the Civil Rights Act of 1964, as amended, Family Promise does not discriminate against an employee or applicant for employment on the basis of race, religion, color, creed, sex, sexual orientation, or national origin. Likewise, age, and marital status are not used as employment criteria, unless such requirements are validated as a legitimate business necessity. Family Promise does not discriminate against the disabled or a person with veteran status and will reasonably accommodate the special needs of the disabled.*

*Employment decisions are based on the qualifications and work performance of all individuals relative to legitimate business requirements.*