



WE'RE LOOKING FOR AN EXECUTIVE DIRECTOR!

Are you passionate about helping families achieve safety and stability? Join Pajaro Valley Shelter Services and be a part of our awesome team!

EXECUTIVE DIRECTOR:

The Executive Director is responsible for the overall health of Pajaro Valley Shelter Services. The major responsibilities of the Executive Director are to act as the organization's public face to the community, maintain PVSS' administrative and fiscal stability, and manage cooperative relationships with the Board of Directors and staff.

APPLYING FOR THE JOB:

- Please review the formal Job Description.
- Submit a Cover Letter, resume, and at least three references, with your formal application.
- Email your application to pvssapplicants@gmail.com by August 10th, 2019.



Pajaro Valley Shelter Services (PVSS) is a medium-sized (\$800K +) nonprofit organization with a thirty-six year history of providing emergency shelter, transitional housing, and long-term housing to families affected by homelessness in the Pajaro Valley (southern Santa Cruz County and northern Monterey County). The agency has a history of strong community support, is financially stable, and has an actionable three-year Strategic Plan spanning 2019 to 2022.

MISSION: PVSS provides families with a path to stable, self-sufficient futures through short- and longer-term housing and supportive services.

VISION: At PVSS, we envision a community where families have safe, secure, and stable housing with sufficient resources and space to plan for their futures and pursue happiness.

For more information, visit our website: www.pvshelter.org.



PAJARO VALLEY SHELTER SERVICES

EXECUTIVE DIRECTOR

RESPONSIBILITIES

The Executive Director (ED) is responsible for all aspects of operations at Pajaro Valley Shelter Services, including financial, operational, legal, regulatory, and personnel matters. The ED acts as a liaison and main public face of the organization to the community, donors, and service partners. The ED ensures that the Board of Directors is consulted and informed so that board members can set policy, fulfill their fiduciary and fiscal responsibilities, and successfully execute their oversight of the ED.

COMPENSATION

Salary Range: \$77 - \$85K

The compensation package includes medical, dental, vision, acupuncture, and chiropractic insurance, as well as vacation and sick leave.

QUALIFICATIONS AND SKILLS

- Bachelor's degree or higher
- Bilingual English/Spanish desired
- Non-profit management experience, preferably in services for families affected by homelessness, homeless service provision, managing housing and/or housing facilities, or related supportive services
- Ability to attract, develop, and retain culturally diverse staff/volunteers, as well as to maintain a high level of performance and effectively utilize staff talents for maximum outcomes
- Demonstrated experience with fiscal management and financial oversight
- Proven public and private fundraising capability
- Grant writing and grant management experience
- Program development, design, and management experience
- Demonstrated communication skills, including writing skills, oral communication skills, listening skills, group/team skills, and interpersonal skills
- Demonstrated facilitation and consensus-building abilities with board of directors and staff
- Ability to interact with an ethnically and economically diverse population
- Computer skills in Microsoft Office Suite
- Ability to work nights and weekends as needed to support board work, programs, and community outreach

JOB DUTIES

BOARD:

- Support the Executive Committee in preparing monthly Board Meeting agendas that reflect the organization's strategic direction
- Prepare monthly report to the board, including a report on progress made on the Strategic Action Plan
- Assist the board in recruiting new members
- Attend all Committee Meetings

ADMINISTRATION & MANAGEMENT:

Finances

- With the support of PVSS' Accountant, develop and manage an annual budget of approximately \$900,000
- Ensure the financial health of PVSS by managing fiscal activities, budget oversight, and expense containment
- Oversee management of accounting systems and financial reports
- Negotiate all agency contracts and grants, as well as ensure that all funds are dispersed in accordance with contract requirements and donor designations
- Assure appropriate and just compensation practices
- Assure that financial documents are properly filed and tracked

Staff

- Manage staff of 6-10 members, with direct supervision of the Program Manager and Development Director
- Provide leadership and guidance to staff and board through regular professional development
- Implement Strategic Plan initiatives
- Bring strategic thinking, good communication, and team building skills to the work environment
- Ensure compliance with personnel policies established by the board, e.g., work rules, performance review
- Ensure that the PVSS Employee Policy and Procedures Handbook is up to date
- Perform yearly Progress/Performance Reviews for staff
- Comply with all federal, state, and city regulations on workplaces and employment
- Maintain an environment of open communication and sensitivity to cultural differences

COMMUNITY RELATIONS & FUND DEVELOPMENT:

- Serve as a visible and credible representative of PVSS and its clients to further the agency's mission and goals
- Develop and evaluate effective programs responsive to the needs of target clientele
- Raise the public profile of the agency through attendance of relevant meetings and countywide homeless action groups
- Build and maintain relationships with foundation officers, grant makers, corporate and individual donors, community leaders, and government officials to identify and increase sources of agency revenue and resources
- Maintain a portfolio of major gift solicitations
- Represent and advocate for the agency with public and private stakeholders
- Work with the Development Director and Board of Directors to assure that grant proposals and reports are researched and submitted on time
- Write grant proposals and assure timely interim and final reports
- Form strong partnerships with the Board of Directors and Committees; implement board policies as they pertain to the agency programs and direction
- Ensure that the agency complies with all relevant laws, regulations and applicable policies set by the board and regulators