



## **Family Promise of Orange County** Orange, CA

### *Position Profile:* Executive Director

#### **Summary**

Family Promise of Orange County is seeking an experienced human services leader to spearhead its growth and expansion of sites and services across Orange County. The new Executive Director will come onboard during a period of exciting growth as the organization opens the doors to a newly constructed transitional living facility this summer and seeks to offer more sites and expanded services for families experiencing homelessness in Orange County. Priorities for the new Executive Director include launching the new House of Ruth program, initiating a new static site for emergency shelter placements, and building a larger staff to support the expansion of these services across Orange County.

#### **The Organization & Programs**

Family Promise of Orange County's mission is to help families experiencing homelessness achieve housing stability. Their motto: We HELP, we give HOPE, we bring families HOME! Is a commitment shared by board members, staff, and volunteers throughout the organization. The organization operates on the belief that every family deserves a home and a chance for a better future, and that no child should have to sleep in a car, in a park, or under a bridge.

Family Promise of Orange County was born through the help of various congregations across Orange County. These congregations provided a backbone of board members, volunteers, shelters for the homeless, meals, and support. Family Promise of Orange County still relies heavily on these congregations for support but is launching its own independently operated sites for housing the homeless in addition to its existing services.

Family Promise of Orange County is working to expand their reach with a five-year goal of helping 1,000 families a year with their services. Orange County is struggling with an epidemic of homelessness, and with the support of a strong board, Family Promise has raised money to build its own sites and expand its services throughout Orange County.

Family Promise of Orange County has increased both its and grant and donor funding in recent years to help this expansion and is looking to continue this growth over the coming years. Family Promise of Orange County operates the following programs:

**Emergency Shelter Program:** A community-based program where families experiencing homelessness are able to immediately get off the streets and stay in local congregations for up to 2 months while they seek employment and housing. While in the program, families pay no rent and are provided three meals a day by a team of volunteers. During the day, participants receive individualized case management from our staff at our Family Resource Center located in Anaheim, California. Families in our program have access to numerous resources including employment counseling, credit counseling, resume writing, welfare and legal advocacy, financial literacy classes, and family and individual therapy.

In the evenings, families stay as guests of local houses of faith, which convert classrooms or other facilities into private spaces for each family. They are supported by an army of volunteers who are trained annually on the causes of homelessness, and on how to work safely and sensitively with program guests. By using existing resources – congregational facilities and volunteers motivated by compassion - we are able to provide emergency shelter services at 1/3 the cost of a traditional shelter. Although we work closely with the faith community, we do not require adherence to a particular religious belief or require participation in any religious service or activities.

**Transitional Housing Program:** A short-term program designed for families who need an extended period of time to address particular financial barriers. Families in this program stay in one of our transitional house facilities for up to 6 months. During this time, families are able to use income to pay back major debts (credit card debt, back-owed vehicle payments, rent from a previous apartment, etc.) that would pose a barrier to returning to full housing. While in the program they receive the same case management services as families in our Emergency Shelter Program.

Family Promise of Orange County currently has two transitional housing facilities located in Fullerton, California. The following two new facilities are currently under construction or negotiation for leasing, respectively, with expected completion or acquisition in the summer of 2023. These facilities would replace much of the organization’s current use of the congregational-rotational space for future shelter needs.

**House of Ruth Building Project:** House of Ruth is under construction with an estimated completion date of June 2023. The facility will be capable of housing up to eleven families, including multi-generational families, for up to one year, and will feature 3-bedroom, 2-bedroom and 1-bedroom units; laundry facilities; and common rooms.

**Permanent Facility for emergency shelter:** The Board is in negotiations with potential sites to operate a permanent emergency shelter for families needing short term housing.

For additional information about Family Promise of Orange County, see the organization’s website: <https://www.familypromiseorangecounty.org/>

## **The Position and Key Priorities**

The new Executive Director (ED) will inherit a successful organization with strong support among local congregations and the community of local supporters of unhoused people and families. The organization has a strong track record of fundraising success which has been a large factor underlying its growth and success. However, the board has, to this point, played a very hands-on operational role, and is in the process of transitioning to a governing board. Concurrently, FPOC is shifting the responsibility for management of operational systems to the staff, especially in order to manage the expanded services and operations of the two new facilities as compared to the more limited services provided under the historical congregational rotation system.

The new ED will be expected to maintain, build and create new relationships in the community, including with government agencies, congregations, and service partners in their first few months on the job. The new ED's first 18-24 months should focus on the following top strategic priorities:

- **Develop a sustainable organizational structure and staffing model**, including a) hiring new position(s) as required to support families housed in the House of Ruth and static site, and/or b) obtaining additional support services, whether under contract with FPOC or through partner organizations.
- **Work collaboratively with the board of directors to further develop its governance roles, while shifting operational roles and responsibilities to staff.** May require some combination of restructuring existing staff and/or hiring new staff position(s).
- **Determine and execute a comprehensive operational plan that includes House of Ruth, Static Housing, and Rotational Housing**, and including strengthening organizational systems and processes.
- **Be a champion for, and provide leadership and guidance to existing staff and align their efforts with organizational goals**
- **Ensure long-term financial sustainability of the organization by:**
  - Sustaining and increasing philanthropic fundraising
  - Securing government grants that will likely be available with the new House of Ruth and static sites
  - Managing the new and expanded organization to be net-revenue positive.

## Essential Qualifications

Family Promise of Orange County is seeking an outgoing and dynamic nonprofit leader who is passionate about our mission to help families experiencing homelessness achieve housing stability. The ideal candidate will have a successful track record working collaboratively with nonprofit boards and developing and optimizing management and staff systems. Essential qualifications include:

- Visionary leader who can communicate effectively with staff, board, religious congregations, and local government to be able to build a team and successfully launch and operate the House of Ruth and static site.
- Minimum of five (5) years' senior management experience in a nonprofit organization.
- Experience managing or operating human services programs. Experience with transitional housing and/or emergency shelter(s) a plus.
- Track record of collaboration and successful partnerships, primarily with non-profit partners, and government agencies. Experience with religious congregations a plus.
- Track record of successfully leading the delivery of supportive services that demonstrates ability to successfully focus and lead a team toward achieving organizational goals.
- Fundraising experience including success in soliciting major donors, government grants and contracts, foundation grants, and corporate partners.
- Excellent communication skills including public relations, group presentations, and written and oral communications.
- Independent thinker open to new ideas and input from others.
- Strength in nonprofit governance and board relationships.
- Demonstrated experience managing nonprofit financial systems, including but not limited to management of restricted funds, management of property, and the related balance sheet.

## **Job Requirements**

- Ability to travel locally and nationally
- Willing to take a criminal background check.

## **Compensation**

Compensation: \$105,000-\$135,000 depending on experience. Benefits include medical, dental, vision and life insurance coverage, 4 weeks' vacation, two weeks' sick leave and non-matching retirement plan.

## **Application Process**

FPOC has retained Glick Davis & Associates, LLC to facilitate this search on their behalf. To apply, interested candidates should e-mail their cover letter and resume to: [FPOC@glickdavis.com](mailto:FPOC@glickdavis.com)  
Resume(s) received without cover letter will not be considered.

Family Promise of Orange County is an Equal Employment Opportunity (EEO) employer and values diversity and its role in building a more inclusive culture and ultimately a more capable organization. FPOC embraces diversity and equal opportunity. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better our work will be.