



Job title	<i>Executive Director</i>		
Reports to	<i>Board of Trustees, Board President</i>		
Status	<i>Exempt</i>	<i>Full-Time: 40 hours/week</i>	<i>Salary: \$90,000-\$100,000</i>

Job purpose

FPLV is seeking a full-time **Executive Director** who brings 4-5 years of organizational experience. The desired candidate will work closely with the Board President, Board of Directors, other staff, and community partners to guide FPLV through the opening of a new Family Navigation Center and program expansion.

Why Join Us?

Our mission is to help families at risk or experiencing homelessness to achieve housing stability. We are proudly in the process of opening our new Family Navigation Center. We are seeking an individual with a passion for this mission who will build a culture of growth which is compassionate, collaborative and community focused to help families with children achieve sustainable futures.

Role and Responsibilities

Board Relations and Personnel Administration:

- Provide leadership, communication and serve as liaison with the Board and its Committees.
- Provide monthly ED reports including program statistics and trends at board meetings and prepare other documents for Board needs in a timely manner.
- Together with the Fund Development staff and Board Finance Committee, develop and recommend an annual budget for Board approval.
- Hire, supervise and support employees as determined by the annual budget, and establish performance standards for all staff members.
- Make recommendations to the Board regarding program and policy changes.
- Implement Board approved personnel policies and monitor strategies that improve the effectiveness of the agency.

Fundraising, Communication and Resources Management

- Work in collaboration with Fund Development staff and Board to create, implement and evaluate a successful fundraising strategy.
- Research potential foundations and grants; write and monitor grants and actively pursue funding sources.
- Assist the Fund Development staff, Board with development of fundraising events as needed.
- Develop and maintain community support by soliciting monetary and in-kind donations from donors at all levels. Nurture long-term relationships with funding sources.
- Represent the agency as its spokesperson in a professional manner with faith communities, community agencies/organizations, coalitions individuals and the community-at-large.
- Coordinate with staff on monthly newsletters, seasonal appeal letters and annual report for the agency.
- Promote an effective, high-visibility and positive public image of the agency and its mission.



- Work with web/graphic designer to maintain up-to-date website and social media efforts and oversee design of all print material (consistent with the FPLV brand) including print material for fundraising campaigns and events.

Program Development, Operations and Administration

- Oversee the facilities, operations, development, implementation and evaluation of agency programs and services.
- Lead the organization during a time of growth through the development of new facilities and programs, and the recruitment of additional faith and community partners.
- Coordinate with the Building Committee through the construction of the new Family Navigation Center.
- Oversee the opening and on-going operations of the Family Navigation Center's transitional apartment units and communal facilities.
- Work in conjunction with the Board to develop long-range plans for program expansion.
- Research and implement best practices in the homeless services field from Family Promise National, HUD, Nevada's Continuum of Care, and others.
- Identify, track and assess key performance indicators for the organization to assure efficient and effective service to the community.
- Oversee the maintenance of data collection required by other organizations.
- Provide general oversight for program staff to determine eligibility of families entering programs/or disciplinary action as necessary to ensure family/volunteer safety.
- Foster volunteer programs to support homeless families, staff events and the FPLV organization overall.
- Coordinate and communicate services with other agencies and organizations including faith-based groups.

This job description in no way states or implies that these are the only duties to be performed by the employee in this position. It is not intended to give all details or a step-by-step account of the way each procedure or task is performed. The incumbent is expected to perform other duties necessary for the effective operation of the organization.

Education and/or Experience

- Bachelor's degree in social work, nonprofit management, public administration or related field. Master's degree strongly preferred.
- Equivalent training and experience will be considered.
- Four to five years of responsible organizational management is preferred.

Qualifications/Requirements

- Demonstrated values consistent with the stated mission of FPLV.
- Strong ability to communicate effectively both in writing and verbally, including public speaking and media interviews.
- Four to five years of experience working in nonprofit management, leadership and supervision.
- Demonstrated experience working collaboratively with community partners, volunteers, corporations and boards.
- Demonstrated success in fund development and financial management.



- Knowledge of homeless service provision models and programming, local, state and federal housing authorities, social service agencies and general assistance programs.
- The ability to think creatively and entrepreneurially - looking for ways to better our service provision.
- Maturity, a sense of humor, compassion and empathy for our guests and an ability to relate to individuals from many different racial, ethnic, religious and class backgrounds.
- Experience with social media, including Facebook, Twitter, Instagram, etc.
- Ability to work independently in the absence of supervision.
- Ability to work a flexible schedule, including evenings and weekends.
- Ability to build and maintain collaborative relationships with community organizations and partner congregations.
- Strong knowledge of computer software and applications, including Word, Excel, Outlook, and donor management software.
- Experience with social media, including Facebook, Twitter, Instagram, etc.
- Valid NV Driver's License and a good driving record.
- Note: A background check will be conducted on the final candidate.

Physical Demands

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and/or stand for long periods. The employee must be able to lift and/or move or transfer 25 pounds.

Family Promise is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Family Promise will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employee.

To Apply

Are you interested in this position? Please submit a detailed resume at Careers@fplv.org. If you need additional information please contact Terry Lindemann, Executive Director at 702-638-8806.