

Executive Director Impact Description

September 2023

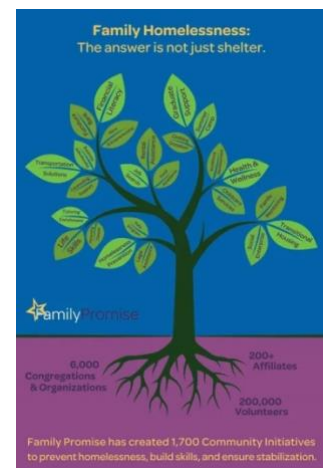


Organization Overview

Family Promise of Greater Beloit (FPGB) is dedicated to keeping families in crisis together and works to rebuild lives by providing resources and services to families at risk of homelessness in Greater Beloit. FPGB is a secular organization that provides a community-based, holistic response to homelessness immediate safe shelter, food, counseling, and a path to stable housing, and financial sustainability. The services offer a continuum of care from the first call for help to securing immediate safe shelter, food, counseling, and a path to stable housing, and financial sustainability.

FPGB provides shelter, food, clothing, and life skills to families facing homelessness, helping them become self-sufficient members of the community. FPGB serves families with at least one child under age 18 with three strategies: prevention/diversion, shelter, and stabilization. Families with short-term financial emergencies receive eviction prevention/diversion services to help them remain in their homes. Families facing immediate homelessness receive resources to help them rebuild their lives with skills and ongoing support. Families remain in the new Emergency Shelter program for an average of sixty days. During their stay, all families receive transformational case management as they are assisted with developing an individual action plan to regain housing and stability. After leaving the Emergency Shelter, graduate families enter the stabilization program and receive a full year of monthly follow-up contact from the staff, including case management and referrals to other appropriate resources that will assist them in addressing new or unexpected challenges and help prevent their falling back into homelessness.

FPGB's partners and volunteers are an essential part of the organization's success and impact. To promote meaningful connections with the community, volunteers prepare and supply the food for sheltered guest families and provide fellowship and socialization during the evening. FPGB served over 140 parents and children last year, giving them the ability to realize their true potential. The overall goal of FPGB is to foster a community in which every family has a home, a livelihood, and the chance to build a better future.



Position Overview

Under the direction of the Board of Directors, the Executive Director (ED) is responsible for the overall management and operation of Family Promise of Greater Beloit, asset protection, fundraising, and marketing/public relations. Some of these responsibilities can be delegated but the ED is ultimately responsible for them, while ensuring compliance with board directives and applicable grantor, federal and state requirements. The ED will be visionary, creative, detail-oriented, analytical, collaborative, and highly organized. They will be an exceptional communicator with the ability to work well with diverse populations – including those across all socio-economic classes, faith traditions, and political affiliations.

Executive Responsibilities

Leadership and Operations

- Provide overall leadership and apply a visionary spirit, while always looking toward the future.
- Lead a high-performing organization: volunteer, board, and staff management.
- Direct evaluation activities to measure the effectiveness of programs.
- Ensure procedures are documented and adhered to for all processes.
- Be on-call for emergencies during off-hours as scheduled. (Board members are on-call over the weekends) Oversee on-call scheduling of staff as necessary.
- Maintain records on operations, guests' outcomes, and programmatic outcomes; Provide reports for the Board of Directors and funding sources; Provide annual statistics and other information to National Family Promise.
- Recruit, hire, and directly supervise and evaluate staff members.



Governance and Compliance

- Engage with various committees to execute organizational goals; engage individual members to utilize skill/expertise for the betterment of the organization; assist to recruit new members.
- Provide reports for meetings and facilitate strategic discussions about the future.
- Work with board committees as necessary to follow-up on identified action items.
- Work with Finance Committee to maintain accurate program finances.
- Oversee timely and complete compliance with local, state, and federal requirements for continued good standing as a nonprofit corporation and 501(c)(3) tax exempt entity.
- Work with the Board on records of policy decisions, supervise the creation of policies, and ensure effective implementation.
- Adhere to budget; approve bills for payment; approve budget reallocations.
- Monitor annual audit for timely presentation to Board and outside entities.
- Prepare complete monthly and annual financial reports and forecasts for the Board.

Programs and Services



- Monitor policy and program implementation including Prevention, Emergency Shelter, and Stabilization programs in Greater Beloit.
- Research and present new program opportunities within the strategic plan.
- Actively participate in providers' groups and other forums with social service agencies.
- Supervise maintenance of program records in Homeless Management Information System.
- Supervise Case Management team or provide case management: set and ensure that Family Promise of Greater Beloit meets organizational outcomes, programs have resources to deliver on its missions, families are cared for, handle any family crisis swiftly and compassionately.
- Create and implement programs to enhance services provided to families.
- Supervise case managers and provide additional support to families.
- Create partnerships in the community that will facilitate positive outcomes for FP case management (landlords, employers, nonprofit partnerships, etc.)
- Supervise interns as needed.

Fund Development, Financial Management, and Communications

- In collaboration with the Fund Development Committee, ensure that expenses are satisfied, and financial objectives are obtained. Design and oversee implementation of annual fund development program including donor engagement, acknowledgment, and recognition.
- Pursue appropriate funding opportunities: grants, individual/congregation donations, corporate giving, and special events.
- Provide reports for the Board and as required for funding sources.
- Represent the Affiliate to the media, government, corporations, and other nonprofit partners.
- Build relationships with and regularly communicate with supporting agencies; Actively participate in providers' groups and other forums; Meet with community organizations to inform them of Family Promise of Greater Beloit.
- Lead recruitment and retention of new community partners.
- Ensure volunteers are trained, effective, and satisfied with their experience.
- Ensure Affiliate updates are communicated to community partners and feedback is solicited from the partner network.
- Oversee preparation and timely delivery of grant proposals, site visits, and reporting.
- Research, design, and oversee implementation of other revenue activities.
- Develop and grow relationships with funders and with government and community representatives.
- Partner with Board committees to increase FPGB's visibility by engaging the media, congregations, agencies, civic clubs, corporations, and other institutions and groups in the greater community.



Candidate Attributes

-  Demonstrated commitment to, and passion for, Family Promise of Greater Beloit's mission.
-  Bachelor's Degree or relevant experience required.
-  Some experience in fund-raising, resource development, and grant writing, advantageous.
-  Strong written and verbal communication skills, particularly public speaking ability.
-  Successful leadership and supervision experience.
-  Ability to comfortably speak in public and tell the stories of those we serve.
-  Demonstrated experience working collaboratively with community partners, volunteers, corporations, and boards.
-  Experience in social work, nonprofit management, public administration, or related field, a plus.
-  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.
-  Ability to think creatively and entrepreneurially – we are constantly looking for ways to better our service provision.
-  Compassion and empathy for our guests and an ability to relate to individuals from many different racial, ethnic, religious and class backgrounds.
-  Experience in volunteer and/or Board of Director partnerships is desirable.

Instructions for Applicants

Please email all items below, combined into one document, to FPGB@leadingtransitions.com, by October 17, 2023:

1. Please submit a letter describing **your qualifications** for this Executive Director position, **your interest in the Family Promise of Greater Beloit mission**, and a **description of your salary parameters**.
2. A **detailed and updated resume**; and
3. The names of, your relationship to, and the contact information for, **three professional references**.



Please note: References will not be contacted until a candidate has been notified; All offers of employment are contingent upon clear results of thorough background checks; All inquiries and interactions with potential candidates are kept in strict confidence.

The salary range for this executive position starts at \$70,000.
A 401K plan is offered with a 3% match.
24 days of Paid Time Off are offered each calendar year.

This position will remain open until filled.

Family Promise of Greater Beloit is an equal opportunity employer. Employees and applicants are treated in a nondiscriminatory manner in all terms, conditions, and privileges of employment, including, but not limited to promotions, transfers, compensations, terminations, training, and participation in any organization-sponsored benefits or programs. Our employment practices are not influenced or affected by an applicant's or employee's race, color, religion, gender, sexual orientation, national origin, age, disability unrelated to ability to do a job, or any other basis provided by applicable state or federal laws in areas where the company is conducting business. Our intent is to employ individuals who are qualified for specific work by job-related experience, education, demonstrated attitude and skill, training, overall ability to perform the essential functions of the position, and other relevant considerations.

Leading Transitions is proud and honored to be facilitating this important transition and search on behalf of the Board of Directors. Leading Transitions is committed to the future vitality of nonprofit, philanthropic, and community-centered organizations, and leaders. The firm's inclusive and adaptable practices provide the flexibility necessary to adapt to the intricacies of any organization or community.