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| **Society of St. Vincent De Paul**  **Journey To Housing**  **Serving those in need regardless of race, creed or religious affiliation, Journey to Housing is a spiritually based special work of the Society of St. Vincent De Paul in the Archdiocese of Detroit committed to Catholic values while assisting individuals and families who are homeless to transition to stable and affordable housing and develop skills that promote self-sufficiency.**  **Executive Director – Job Description** |  |
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**Reports to:** Board of Directors

**Status:** Salaried, 25 hours per week

**Benefits Available:** Paid vacation time

**Review:** 90-day evaluation and annual review

**Position Summary:**

* The Executive Director is the pivotal staff person who, understanding all facets of the organization, is able to articulate the mission to others, seek partnership with service organizations consistent with the mission, and lead Journey to Housing in a manner that compassionately fulfills its mission.

**Primary Duties and Responsibilities Include the Following:**

**Fund Raising:**

* Represents the organization as its primary leader (face of the organization).
* Achieves fundraising goal of $100,000 per year.
* Prepares accurate and timely analyses that capture and communicate fundraising results, variances, and performance trends.
* Objectively demonstrates that every donor is contacted at least annually, thanked, and inspired.
* Objectively demonstrates measures taken to cultivate corporate, religious and individual donor relationships.

**Organization Management**:

* Oversees all operations of the non-profit, seeking to fulfill the mission and achieve the strategic goals of the organization.
* Is responsible for the fiscal management of the organization’s budget which includes operating within the approved budget ensuring maximum resource utilization and maintenance of the resources of the organization.
* Promptly schedules and attends meetings with clients newly admitted to the program and conducts family visits bi-weekly.
* Manages the coordination of services to a minimum of 10 families per year.
* Collects and presents program performance data that includes data on inquiries as well as clients accepted into and participating in the program with any follow up. (Oversees and reports on the organization’s results for board of directors)
* Builds relationships with service partners and expands the program reach
* Hires and manages a diverse, paid staff and volunteers
* Ensures that each volunteer is cultivated, thanked, and inspired at least annually
* Conducts annual written and in person reviews of paid staff with results reported to the Board.

**Interfacing with the Board of Directors and Networking Responsibilities:**

* Works effectively with the Board of Directors, primarily through the Board President.
* Is responsible for leading the organization in a manner that supports and guides the mission as defined by the Board of Directors.
* Is responsible for the fiscal integrity of the organization which includes working with the Board Treasurer to plan the annual budget.
* Provides written reports of performance data and status of current clients, presenting said reports at monthly Board of Director Meetings if requested.
* Provides ethical and untainted leadership.
* Works diligently to promote the organization and build relationships with community partners and donors.
* Maintains the organizations website and other social media platforms
* Provides input and support for the strategic plan of the organization.

**Qualifications/Skills:**

* Demonstrated leadership and management skills
* Ability to multi-task
* Takes initiative
* Works independently
* Creative problem-solving skills
* Enthusiastic
* Organized
* Collaborative

**Education and Experience Minimum Requirements:**

* Bachelor’s degree.
* Minimum of 3 years’ experience in an operational environment with non-profit and/or for-profit organizations.
* Understand and prepare budgets, financial reports and data presentations.
* Ability to understand and respond to individuals in need of housing stability and related assistance for themselves and their families.
* Is familiar with current trends in fundraising and knowledgeable of fundraising tools.

Inquiries and application can be made directly to Brian Zahn, President of the Board of Trustees for Journey to Housing. Contact him at: [Journeytohousing@svdpdetroit.org](mailto:Journeytohousing@svdpdetroit.org)