



## **Executive Director**

### **About Greater Portland Family Promise:**

Greater Portland Family Promise (GPPF), an affiliate of the national Family Promise program, is dedicated to helping homeless and low-income families in the Greater Portland area achieve sustainable independence through a community-based response. Through our shelter program, we provide housing, meals, case management and community for children and their families experiencing homelessness. Through our housing stabilization program, we help families to maintain their housing by assisting with food, personal care and household needs, and other key resources and supports.

### **Executive Director Job Overview:**

The Executive Director will have overall operational and strategic responsibility for GPPF staff, programs, resources, and execution of its mission.

This position has a primarily external focus: maintaining positive relations with partner entities, stakeholders, investors/ donors, and media outlets. Simultaneously, the ED will ensure the operational effectiveness of the organization and provide inspiration, leadership and vision to staff, board members and volunteers.

### *Leadership and Management*

- Lead a high-performing organization that includes staff, volunteers, and the board of directors and ensure GPPF meets organizational outcomes, has the resources to deliver on its mission, and families are cared for
- Hire and supervise staff as organization needs and resources allow in consultation with appropriate Board of Director members
- Ensure ongoing programmatic excellence and consistent quality of administration and systems
- Maintain records on operations and outcomes and provide reports for the Board of Directors and funding sources
- Provide annual statistics and other information to National Family Promise
- Be on-call for emergencies during off-hours as scheduled and oversee on-call scheduling of staff
- Handle any issues/emergencies swiftly and compassionately

### *Finances and Fundraising*

- Work with the Finance Committee to develop, manage, and monitor the annual budget and ensure expenses are satisfied and financial objectives are met
  - Manage daily income and expenses and the assets of the organization in accordance with approved financial processes
- Lead fundraising and stewardship initiatives
  - Ensure that funding relationships are robust enough to meet or exceed budget goals and strategic objectives through donor cultivation and stewardship

- Work with the Fund Development Committee to ensure that appropriate funding opportunities are pursued, including individual and congregation donations, corporate partnerships, grants, and special fundraising events

#### *Community and Public Relations*

- Act as the public face of GPF
- Lead public relations initiatives, including increasing positive awareness of GPF via social media, traditional media, government relations, marketing materials, and participation in networking/ providers' groups
  - Maintain web and social media presence
  - Represent the organization to the GPF community, the public, media, government, corporations, supporting agencies, and other nonprofit partners
  - Create partnerships in the community that will create a stronger GPF presence, expand fundraising opportunities, and facilitate positive outcomes for families
- Advocate for the mission, goals, and values of Family Promise

#### *Board Relations*

- Work with the Board of Directors and board committees to execute organizational goals, engage individual board members to utilize skills/expertise, and assist in the recruitment of new members
  - Work with the Board President to set meeting agendas and Board goals
  - Staff board committees
  - Inform the Board regularly of internal organization matters, including relevant staffing, funding, and program priorities and successes
  - Engage with the board in strategic discussions of the organization's future

#### **Accountability:**

The Executive Director reports to the Board of Directors of Greater Portland Family Promise.

This is an Exempt position, full time and salaried.