

**Family Promise of Gainesville, Florida Inc.**  
**EXECUTIVE DIRECTOR**  
**Job Description**

Classification:

Exempt; occasional evenings and weekends

Overall Function:

- To implement the strategic goals and objectives of the organization.
- With the President of the Board of Trustees, enable the Board to fulfill its governance functions.
- To provide direction and leadership toward the achievement of the organization's philosophy, mission, strategy and its annual goals and objectives.

Accountability:

The Executive Director reports directly to the Board of Trustees and is accountable to the Board. The Board delegates the management of programs and personnel to the Executive Director. The Executive Director will carry out the mission of the organization on a daily basis; abiding by the stated objectives of the Board, its By-laws, and its strategic plans, goals and objectives.

Responsibilities:

- Management of Interfaith Hospitality Network (IHN) model: Oversees function, marketing, promotion, and delivery and quality of programs, products and services.
- Financial Management: Recommends yearly budget for Board approval and prudently manages organization's resources within those budget guidelines according to current laws and regulations.
- Human Resources: Effectively manages the human resources of the organization including up to five staff members, interns and volunteers; responsible for the hiring, terminating and supervising additional staff as positions are authorized by the Board of Trustees.
- Community and Public Relations: Assures the organization and its mission, programs and services are consistently presented in a strong, positive image to the broader community.
- Fund Development: Oversees fund development planning and implementation with the Board Fund Development Committee. This includes identifying resources and their requirements, establishing strategies, submitting proposals, planning annual events and special events.
- Grant Writing and Data Gathering: Responsible for grant writing and data gathering.

Other Specific Responsibilities:

- Work closely with the Board President to plan board meeting agendas. Work with Executive Committee on necessary issues and work with other committees as needed and appropriate.
- Keep the mission of Family Promise in front of the public through media releases and making contact with media sources for special events, and newsworthy activities. In addition, the Executive Director will maintain contacts with civic groups, organizations, etc. Enhance public relations with congregation pastors, both in and outside the network. In general, cultivation of all public relations is important.
- Maintain current and recruit new employers for guests/clients.

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- Develop and maintain day-to-day policies and procedures, keeping current with state and federal laws and regulations. This includes training staff.
- Work independently and with the Board on fund development issues that will meet the needs of the agency and support strategic plans as well as operations. Plan an annual fund development strategy with the Fund Development Committee.
- Produce the required reports and documents to meet funding requirements.
- Responsible for the management of the budget under the guidelines of the financial policies of the Board of Trustees.
- Responsible for agency compliance with federal and state programs that deal with such matters as state solicitation requirements, state annual reports, HIPAA laws, Title VI, and other legislative requirements of 501(c)3 requirements.
- Other duties as assigned.

Supervisory Responsibilities:

The Executive Director is responsible for all programs and operations at the Day Center and to maintain regular contact with coordinators and other individuals as it relates to IHN programming as needed. However, other staff will be delegated responsibilities for program functions and operations on a daily basis, and each is accountable to the Executive Director and will report to him/her. Such programming functions include, but are not limited to the following activities:

- Provide case management to all guest families in a professional and legal manner. This includes intakes, developing family goals, monitoring progress of families, referring and advocating on behalf of families to other services and organizations, and assisting families in meeting other special needs (i.e. counseling, budgeting, medical etc.)
- Plan and conduct Family Promise Committee Meetings monthly or as determined by the Family Promise Committee membership (coordinators).
- Produce, coordinate and revise master schedule of host congregations as needed.
- Maintain regular contact with coordinators and other individuals at each host and support congregation or organization.
- Communicate regularly with referring and supporting agencies. Maintain current contact information for such agencies and develop strategies for enhanced relationships.
- Train and supervise volunteers involved in all aspects of the ministry. Keep training sessions current, productive and effective.

Qualifications:

The Executive Director must be an enthusiastic individual, interested in community networking and relations. This position must have a person of good judgment and compassion for others.

Education and Experience:

- Minimum of three (3) years of leadership experience required with preference given to experience in a social service environment that is focused on children and family services.
- Experience in volunteer management desirable.

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- Master's degree preferred in areas of non-profit management, social work, mental health counseling, or marriage and family therapy. Examples of licensure include L.C.S.W., L.M.H.C., or L.M.F.T. A bachelor's degree is required.
- Licenses must be active and unrestricted in the state of Florida.

Skills:

- Networking communication skills, oral and written: ability to proactively cultivate relationships and make presentations to large groups.
- Planning and organizational skills: ability to handle multiple tasks simultaneously and experience in working with policies and procedures.
- Leadership skills: ability to make decisions, problem solve, delegate tasks effectively and follow through with responsibilities.
- Counseling skills: ability and experience in counseling clients in a social service setting.
- Budgets and plans: Ability to develop budgets and financial plans and manage budgets/resources effectively.
- Computer skills: Ability to use standard computer office applications.

Requirements:

- Current, unrestricted driver's license and access to reliable transportation.
- Required to carry state mandated vehicle insurance.
- Family Promise maintains and enforces a drug-free workplace program. As part of this program, applicants may be required to submit to a drug and/or screening test.
- A pre-employment background check is required.

*Family Promise of Gainesville is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. If you require Americans with Disabilities Act accommodations to participate in the application process or if you are selected for an interview, please provide notification.*

*Family Promise of Gainesville complies with state and federal nondiscrimination laws and policies that prohibit discrimination based on age, color, disability, national origin, race, religion, or sex. It is unlawful to retaliate against individuals or groups on the basis of their participation in a complaint of discrimination or on the basis of their opposition to discriminatory practices.*