



# **PARTNERSHIP** TO **END HOMELESSNESS**

THE RALEIGH/WAKE PARTNERSHIP TO END AND PREVENT HOMELESSNESS

**Position Title: Executive Director**

**Work Location: Raleigh, NC**

**Compensation: Salary commensurate with experience, benefits included.**

**About the Partnership:** The Raleigh/Wake Partnership to End and Prevent Homelessness is a collaborative comprised of City, County, private non-profits, faith-based organizations, K-12 educators, local colleges, and businesses that work together to develop and implement strategic measures to end and prevent homelessness for Raleigh/Wake County. Annually, the Partnership's member organizations serve approximately 4,400 vulnerable individuals and families, many who are food insecure or hungry.

## **Essential Duties and Responsibilities of the Executive Director:**

### **Support to the Board**

- Provide staff support to PEH board
- Work with the Board to establish clear goals and benchmarks for growth in organizational capacity
- Coordinate Board-defined subcommittees
- Coordinate Board development
- Facilitate strategic planning and collaboration
- Attend Board meetings
- Arrange board development and informational opportunities
- Provide regular updates the Board on key programs, developments and opportunities
- Provide monthly reports to the Board
- Prepare and implement an annual operating plan in collaboration with the Board, including a financial plan that supports on-going operating needs and states fundraising plans
- Plan an annual Board retreat, with the input of the Board Executive Committee
- Plan Board training opportunities

### **Support to the Community**

- Monitor and advocate for Coordinated Intake and Assessment
- Foster new initiatives to strengthen collaborative partnerships among member agencies and the community
- Coordinate the implementation of established board priorities
- Work with community partners to strengthen the efficiency and effectiveness of the homeless service delivery system
- Foster sound policy and financial procedures taking into consideration changing federal grant requirements

### **Daily directing of the Partnership**

- Provide supervision and oversight for Partnership staff
- Work with Wake County and the Board Executive committee to develop a staff workplan
- Assure the Partnership's compliance and accountability to funders and regulatory bodies
- Ensure any donor, volunteer, member and staff concerns or complaints are handled in a thorough and professional manner
- Oversee daily office and organizational operations, including deadlines, supplies, invoicing, payments, and correspondence
- Follow IRS Record Retention Schedule and the North Carolina Business Corporation and the North Carolina Nonprofit Corporation Acts guidelines on retaining important records and legal documents.

### **Relationship building with the business community**

- Establish relationships within the business, government, educational, neighborhood and faith communities in Wake County
- Further business development support through sponsorship and donation opportunities
- Source new opportunities for business connections supporting the mission and goals

Submission Information and Deadline: All prospective candidates should submit their resumes via email to [amaiorano@wakegov.com](mailto:amaiorano@wakegov.com). This posting will remain open until April 27, 2018.