



# Hospitality House

*Community Shelter for the Homeless*

P.O. Box 1262, Grass Valley, California 95945

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## **POSITION DESCRIPTION**

Position: Executive Director (ED)  
Reports to: Board of Directors

Status: Exempt  
Date Updated: May 2016

### **ORGANIZATION**

Founded in 2005, Hospitality House's mission is to bring homeless people in Nevada County into a circle of community caring that offers shelter, sustenance, medical care, advocacy, opportunity, dignity, and hope as we assist them in transitioning from homelessness to housing.

We do this by empowering homeless people with the tools to overcome the barriers that prevents them from securing homes. We advocate for greater community support and optimize resources dedicated to the homeless. We respect diversity and serve all individuals by providing physical, emotional and spiritual support.

For more information, please visit [www.hhshelter.org](http://www.hhshelter.org)

### **POSITION**

Reporting to the Board of Directors, the Executive Director (ED) will have overall strategic and operational responsibility for Hospitality House staff, programs, operations, community relations, and execution of its mission. S/he will possess deep knowledge of homeless issues, core programs, operations, personnel management and business plan development and execution. S/he will have managed an organization of similar size or larger with a preference in homelessness or the human services field.

### **ROLE: SERVE AS THE VISIONARY FOR HOSPITALITY HOUSE**

Related Responsibilities:

1. Review implement and update the strategic framework that will assist the Board and staff to implement Hospitality Houses' values, principles, vision and mission.
2. Review, update and implement a process to collect input and information on client and community needs that will help Hospitality House determine its goals and priorities.
3. Convene, facilitate and initiate community collaborative efforts that address Hospitality House's role as a provider of services for the homeless.
4. Serve as a proactive and primary spokesperson for Hospitality House to the community, local government, press and key donors.
5. Keep abreast of city, county, state and national programs/committees that have an impact on Hospitality House's services.

### **ROLE: SERVE AS THE CHIEF ADMINISTRATOR FOR HOSPITALITY HOUSE**

Related Responsibilities:

1. Manage 4 direct reports; Development Director, Deputy Director, Program Manager, Thrift Store Manager.
2. Review update and implement procedures that ensure compliance with legal and Hospitality House policies and principles.
3. Assume responsibility for all financial and operational functions of Hospitality House.
4. Engage, manage, lead, motivate and evaluate staff.
5. Participate in the development and implement pro-active strategies consistent with Hospitality House's strategic plan.
6. Develop, refine and implement the Hospitality House business plan.
7. Focus the program's business plans and operating procedures with a primary goal of long-term sustainability of Hospitality House.

8. Develop a reporting mechanism detailed to the strategic plan that clearly shows progress toward performance (i.e. the Dashboard model) and provide the board with the information needed to make good decisions for the organization.

### **ROLE: SERVE AS CHIEF COMMUNITY ADVOCATE**

#### Related Responsibilities:

1. Educate and advocate in the community regarding the purpose and role of Hospitality House and the impact of its work.
2. Collaborate, and facilitate collaboration between others as related to homelessness, to benefit the community.
3. Represent Hospitality House and its clients as appropriate in initiatives.
4. Serve in leadership roles in the region (ad hoc and permanent).
5. Serve as a conduit to attract new and increased resources, including board members, to Hospitality House.
6. Participate in public forums and media opportunities to educate and raise awareness about homelessness and create support for the Hospitality House program.

### **ROLE: SERVE AS PROGRAMS ADVISOR**

1. Ensure a successful emergency shelter program including extension programs: culinary job training, thrift store/retail training, outreach and rehousing.
2. Develop and implement an ongoing evaluation program to measure outcomes and impact to include new, innovative, mission-driven programs to continue Hospitality House as a leader in its field.
3. Understand current information regarding the needs of clients and the community within the service region.
4. Collaborate with other providers to facilitate a network of services.
5. Operate with the highest possible levels of mutual trust, integrity confidentiality and confidence.
6. Communicate directly, openly and regularly with all clients, constituents and the community.
7. Ensure compliance with all legal agreements with other organizational entities, such as use permit conditions and requirements.

### **ROLE: SERVE AS CHIEF REVENUE OFFICER**

1. Ensure implementation of an annual resource development plan to meet budgetary goals.
2. Review and ensure implementation of a system of communication that expands awareness of Hospitality House programs and services to grow private and public funding of Hospitality House's programs.
3. Identify potential donors and initiate a regular communication strategy.
4. Identify and pursue new sources of public funding.
5. Proactively foster healthy relationships with volunteers, donors and other stakeholders.
6. Prepare and report on budgets to the Board of Directors.

### **EDUCATION AND EXPERIENCE**

- A four-year college degree and previous experience serving as an Executive Director in a human service organization.
- 8-10 years experience is required in the human services field dealing with issues unique to homelessness, substance abuse, community relations.
- 5 years experience managing personnel.
- Experienced speaking in public forums and to media.
- Specific knowledge and experience with Twelve Step philosophy, addiction and recovery is preferred.
- Must have fundraising and grant writing experience.
- Must have a valid California Driver's License.
- Ability to lift and move up to 10 pounds; stand, walk and sit frequently.

Hospitality House Employment is available to eligible people regardless of religion, race, color, national origin, sex or handicap. This job description does not constitute a written or implied contract and may be changed as business needs arise.