



Organization: Northwest Arkansas Continuum of Care (CoC)

Position Title: Executive Director

Supervised By: Board Chair and Executive Committee

Position Type: Full Time; Exempt

Executive Director Job Description:

The Executive Director is responsible for the professional leadership and management of the Northwest Arkansas Continuum of Care. The Executive Director will foster coordination and cooperation among diverse groups. This position requires independent, results-oriented, strategic thinking and planning and attention to detailed information in a fast paced environment while working with both public and private sectors of the community. Diplomatic and courteous engagement with policy makers, state and local leaders, funders, housing and service providers and staff are key attributes required of this position. The primary focus is to build capacity, strengthen partnerships and further the systematic development of the process of ending homelessness in Northwest Arkansas.

Major Responsibilities include, but are not limited to:

Board Relations

- Execute Board strategies and plan.
- Oversee member development and engagement.
- Support the Board of Directors in the conduct of their fiduciary and leadership responsibilities through transparent and timely reporting and effective communication.

Operations Management

- Ensure development of a functional Strategic Plan.
- Ensure contractual compliance with existing and new grant contracts.
- Oversee all business operations.
- Ensure organizational compliance with state and federal laws.
- Ensure all organizational policies are up to date.

Financial & Risk Management

- Work with Budget and Resource Committee to develop annual budget and ensure compliance with financial reporting requirements.
- Manage other local and federal funding collaborations.
- Lead fundraising planning and implementation (grants, sponsorships, contracts and donations).
- Expand the revenue sources for the agency so that diversification will ensure financial stability.
- Ensure adherence to highest ethical standards in business practices and generally accepted accounting best practices.

Human Resources

- Supervise all aspects of staff relations and responsibilities.
- Effectively manage the human resources of the organization according to authorized personnel policies and procedures.
- Maintain a climate that attracts, retains, and motivates a diverse staff of qualified personnel.
- Coordinate and lead regular staff meetings.

Community Relations

- Provide education and training to the broader community.
- Energize the community's response to homelessness.
- Develop positive working relationships with community leadership.
- Represent organization as main spokesperson.
- Seek marketing and branding opportunities.
- Empower CoC partners and leadership to grow in leadership and accountability.
- Ensure workgroups are in place to meet the needs of the CoC.
- Ensure a team-oriented environment across the CoC that fosters healthy dialogue and opportunities to be proactive and creative in our efforts to end homelessness.

CoC Administration & Governance

- Oversee the Collaborative Application process for Continuum of Care grant (including writing the Collaborative Application).
- Research, write and support effective strategies and best practices to end homelessness.
- Champion Housing First philosophy and practice.
- Ensure successful completion of all HMIS-related reporting.
- Drive the use of data to inform decisions and accountability.
- Oversee all training aspects of the CoC.
- Ensure CoC governance work is executed across the system.
- Ensure CoC incorporates all federal policies related to CoC, ESG, HMIS, Coordinated Entry/Assessment and other federal partners policy/priorities into practice.
- Oversee the Point-in-Time Count, reporting results to the region and to jurisdictions for use in their consolidated planning.
- Ensure the completion of an annual regional housing inventory to assess current resources and define gaps for future funding.

The ideal candidate will have the following skills:

- Ability to respond appropriately and work diligently with a variety of constituents.
- Experience leading and managing a complex professional team, non-profit or government agency.
- Ability to rapidly review large amounts of information, analyze and identify underlying problems and suggest evidence-based solutions.
- Experience in management of state and/or federal/HUD grants, and program performance evaluation and monitoring.
- Experience in developing, implementing, and/or administering programs in a non-profit, public sector or similar environment.
- Successful grant writing and fund development experience.
- Exceptional written and verbal communications skills and general knowledge of media relations.
- Public speaking skills and the ability to disseminate, clearly and concisely, information before large groups of people.
- Excellent listening, assessment and problem-solving skills.
- Proficient in Microsoft Excel, Word, and PowerPoint.

Education and Experience:

Bachelor’s Degree (or equivalent experience) required, Master’s Degree in related field preferred (MSW, Public Policy, Public Administration, Regional Planning, Business Administration, Economics)

Experience leading complex teams, a non-profit or government agency (5 years experience in a leadership capacity recommended) focused on ending homelessness preferred.

Hiring Salary Range:

Salary commensurate with education and experience.

Job Location:

Northwest Arkansas - Washington, Benton or Madison County

Please include cover letter and resume

The Northwest Arkansas Continuum of Care (CoC) is an equal opportunity, affirmative action institution. The CoC welcomes applications without regard to age, race/color, gender (including pregnancy), national origin, disability, religion, marital or parental status, protected veteran status, military service, genetic information, sexual orientation or gender identity. Persons must have proof of legal authority to work in the United States on the first day of employment. All applicant information is subject to public disclosure under the Arkansas Freedom of Information Act.