

Job Title	Executive Director
Employer/ Agency	Galveston Housing +
Job Description	<p>GH+ is looking for an Executive Director who will be a committed and thoughtful advocate for persons experiencing homelessness and their often complex service-related needs. The Executive Director will lead internal and external operations of the organization, and oversee all aspects of the development and implementation of a supportive, residential transitional housing program for adults experiencing homelessness. With the backing of a supportive Board of Directors, it is the task of the Executive Director to develop and oversee all personnel, organizational, financial, and operational matters in advancing the mission and values of GH+.</p> <p>The optimal candidate will be familiar with leading person-centered transitional and supportive housing program models for those experiencing homelessness and have demonstrated expertise in grant writing, fundraising, and organizational leadership.</p> <p>This is primarily an in-person role due to the nature of the direct services work at GH+. Given the nature of a residential setting in its first year, serving a client population with diverse and complex needs, the Executive Director should expect, enjoy, and thrive in the potential for rapidly shifting roles. It is understood by all parties there will be varying levels of evening / nighttime / weekend obligations, as well as required engagement in operations in the event of inclement weather. The Executive Director is directly responsible to the Board of Directors of GH+.</p> <p><u>ROLES AND RESPONSIBILITIES</u></p> <p><u>Overview</u></p> <ul style="list-style-type: none"> • Collaborate with the Board of Directors to identify and implement strategic priorities and advance the mission of GH+. • Work with community partners to ensure strong network of services for residents, continued community support for the organization, and expansion of resources both within and outside of GH+ • Be a responsible and innovative steward of resources • Create and implement a long term resource development plan to ensure the financial stability and sustainability of the organization • Create, implement, and maintain organizational policies and procedures

in accordance with GH+ mission, values, goals, federal and state non-profit guidelines, and with evidence-based best practices

- Develop, implement, oversee and ensure impactful and culturally competent programming, including interagency efforts
- Serve as the spokesperson and media relations contact for the organization

Fiscal Management & Viability

- Responsible for profit and loss management and operational sustainability
- Adherence to best practices for fund development, maintenance, management, sponsorship, donor relations, and stewardship
- Raise funds to support organizational operations from a variety of sources which could include governmental entities, foundations, corporate and private donors – ensuring funding aligns with GH+ mission, philosophy, policies and abilities
- Develop and manage the annual budget, subject to the approval of the Board of Directors
- Develop and maintain effective fiscal management and reporting systems that will ensure accurate and timely reports, and compliance with all federal, state, local, foundation / funder requirements
- Ensure internal and external audits follow necessary procedures and timelines
- Grant management, including data tracking and assurance of meeting current and future grant guidelines and deliverables
- Provide regular financial reports as requested by Board of Directors

Personnel Management

- Recruit, train, and retain highly qualified professionals as well as an active volunteer base
- Develop, administer, and oversee an effective HR system that supports the advancement of the mission of GH+, as well as the professional development and quality assurance of its staff and volunteer base
- Develop, oversee, and support the overall hiring and employment practices of the organization – including hiring, onboarding, evaluating staff and volunteers and providing corrective actions when needed

Organizational Operations

- Ensure smooth day-to-day operations of all aspects of the organization
- Execute all contracts and commitments, and create various contingency plans accordingly
- Ensure a high level of program quality in congruence with evidence-based practices, GH+ values, and a commitment to non-violence
- Track, evaluate, and report on measures of success
 - Develop, oversee, and ensure programmatic outcomes
 - Ensure adequate data is being collected / analyzed / reported in a manner providing for quality assurance / guidance / and contract compliance
- Ensure integrity of the organization at all levels, including compliance with all applicable laws and regulations
- Work closely with the board, staff, volunteers, residents, and community partners to develop, administer, and adapt programs to enhance the organization's abilities to meet the needs of clients
- Ensure effective and efficient facility operations with all applicable safety and health regulations (federal, state, county, state)
- Incorporate new program and service delivery models, staying current with population needs / evidenced-based and best practices and adapting to emerging community / environmental / government changes and identified needs

Other

- Serve as a non-voting member of the Board of Directors and attend all required meetings
- Inform and advise the board regarding current trends, needs, challenges, opportunities, and risks relevant to GH+ mission and operations
- Develop, and at times provide, housing navigation and case management / coordination services to adults who are experiencing homelessness and are working towards attainment of permanent housing
- Advocate on behalf of residents and other members of Galveston's unhoused community
- Identify and leverage resident strengths as part of service planning to support residents in achieving their self-defined goals
- Regularly and effectively assess, respond to, and manage crisis situations involving both psychological and environmental components; determine appropriate response and act in accordance with ethical and best practice

	<p>standards and laws as indicated</p> <ul style="list-style-type: none"> • Act quickly in a prudent and responsible manner to the emergent needs of residents and staff • Transport, or assist in the facilitation of transportation of, residents to agencies and services as needed
<p>Qualifications</p>	<p><u>QUALIFICATIONS AND SKILLS</u></p> <p>Core Functions required of the Executive Director include but are not limited to observation, communication, psychomotor skills, cognitive abilities, social attributes, and the application of legal and ethical standards. Therefore, all applicants must meet certain essential qualifications.</p> <ul style="list-style-type: none"> • Observation: Must be able to accurately observe clients and others at a distance and close at hand to monitor or gather assessment data sufficient to identify and evaluate the needs, responses, conditions, situations or environment of individuals, groups, communities, and population. • Communication: Must be able to communicate effectively and efficiently. Candidates must be able to process and comprehend written material, must demonstrate sufficient communication skills to: <ul style="list-style-type: none"> ○ establish and maintain effective, efficient, and sensitive interpersonal relationships with clients, families, groups, community representatives, and members of the team, including appropriate communication ○ accurately and thoroughly report and document information regarding desired outcomes; ○ access and use data and information from multiple sources; ○ establish, model and maintain healthy and appropriate interpersonal boundaries throughout all aspects of operations • Motor: must have sufficient motor capacities and mobility to execute the various tasks and physical maneuvers that are required. It is essential that candidates have the psychomotor skills including but not limited to: <ul style="list-style-type: none"> ○ access and assist clients in community based settings, and ○ to operate equipment and perform procedures required in the assessment and delivery of client program and housing needs. • Cognitive: Must be able to calculate, reason, analyze, synthesize, integrate, remember, and apply information. Must demonstrate: <ul style="list-style-type: none"> ○ the use of critical-thinking skills; ○ the ability to make sound judgments and use complex decision-

making skills;

- the use of creative problem-solving;
- the ability to engage in self-reflection and participate in collegial dialogue regarding client and program needs;
- the use of data-based outcomes evaluation; and
- Professional & Social: Must exercise good judgment and develop professional relationships with others. Must be able to:
 - tolerate taxing workloads and function effectively under stress;
 - adapt to changing environments, display flexibility, and function in the face of uncertainties and ambiguities;
 - display concern for others, interpersonal competence, and motivation.
- Legal/Ethical Principles and Professional Standards: Must demonstrate personal integrity, professional attitudes and behaviors, and must perform in an ethical manner in dealing with others. Must be able to:
 - apply negotiation and mediation skills in ethical decision making;
 - reflect the values of the community in their practice;
 - demonstrate accountability for one's own actions;
 - participate in the legal/regulatory/social policy processes that influence clients and programs; and
 - demonstrate moral agency in meeting client and program needs.

EDUCATION

- Bachelor's degree or equivalent with at least 4 years experience developing, supervising, and managing interdisciplinary staff and volunteers working across multiple areas of service delivery, or
- Master's degree or equivalent may supersede 2 years of relevant experience

- Demonstrated abilities in the roles and responsibilities of the position
- Previous experience working with unhoused persons and communities strongly preferred

- Previous experience working within transitional and/or supportive

	housing residential programs strongly preferred
Salary/Hours	\$65,000 - \$75,000 commensurate with experience + \$12,000 benefits stipend, yearly Job Type: Full-Time <ul style="list-style-type: none"> • Monday to Friday • Weekends as needed • Evenings as needed Location: Galveston, Texas - onsite at programming location
Contact Person	Christie Shumate / Galveston Housing + Board of Directors
Email Address	employment@ghplus.org
Application Method	Please email Cover Letter and Resume in one PDF document titled "Last Name, First Name"
Opening Date	Immediately

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