

HOUSINGPLUS

DEPUTY EXECUTIVE DIRECTOR: JOB DESCRIPTION

ORGANIZATION

HousingPlus, founded in 2002, seeks a mission-driven, strategic and process-minded leader to join the organization. This individual will work closely with the Board and Executive Director to enhance the management structure for future growth.

Under this new management team, HousingPlus will maintain and build on the values expressed in its mission: providing community-based permanent housing and comprehensive services to women, including women with children to support them in overcoming poverty, homelessness, addiction, trauma, and the effects of incarceration in order to build lives of stability and to define and realize goals for themselves and for their families.

HousingPlus's range of programs and services include:

- Alternative to Incarceration and Detention Programs
- Programs serving Female Veterans
- Employment Services
- Trauma, Health and Wellness Services

DUTIES AND RESPONSIBILITIES:

Reporting to and supporting the Executive Director, the Deputy Executive Director will be responsible for enhancing the internal organization processes and infrastructure by providing over-sight, support and coordination as described below. This key position is critical to ensuring that HousingPlus will continue to grow and fulfill its mission.

Responsibilities include:

- Coordinating and evaluating all management activities required to fulfill the objectives and mission of the organization by determining needs, establishing plans and recommending policies and program objectives to the Executive Director
- Providing day-to-day supervision for all assigned subordinate staff in accordance with approved work plans. Handling performance and/or disciplinary issues as well as other personnel matters including performance appraisals and salary recommendations.
- Planning, developing, managing and coordinating management and administrative support functions such as internal budgeting and accounting, human resources management, internal management of information systems, reviewing reports and publications generated in house.
- Researching, assessing, and implementing training programs which encourage staff development and which promote positive client outcomes.
- Ensuring that the organization has the technical and financial infrastructure needed to ensure compliance to contractual obligations as well as to promote internal efficiencies
- Providing oversight and expansion of contracts with public agencies at federal, state and local levels.
- Organizational oversight, monitoring and reporting on all HousingPlus

programs and facilities

- Reports regularly to the Executive Director on progress, changes, problems and areas where management assistance is needed.
- Performs all other duties that may be required.

Board Relations and Governance

- Oversee materials, reports and presentations for Board meetings
- Schedule and support board committee meetings to include key staff and act as staff liaison to relevant board committees

QUALIFICATIONS

- Minimum masters level academic credentials
- Personal qualities of integrity, accountability, and commitment to the core values and mission of HousingPlus
- Demonstration of leadership skills and ability to successfully manage staff
- Strong management experience having worked in a management role for 10+ years in an organization involved in a social justice program
- Skills should include organizational development, personnel management, budget and resource development, data management, communication, and strategic planning
- Demonstrated success developing and monitoring systems to manage both operational and programmatic work that involve high levels of collaboration
- Demonstrated experience with successfully applying for and managing government contracts
- Flexible and able to multi-task; demonstrated resourcefulness in setting priorities and guiding personnel.
- Strong creative skills in imaging new programs and reimagining existing ones
- Candidate must be prepared to work evenings and weekends.

COMPENSATION AND BENEFITS

Salary and benefit package to be commensurate with experience.

TO APPLY:

Email resume and cover letter to Joan@housingplussolutions.org

EOE/M/F/Vet/Disabled