



SHELTER OF THE CROSS
EXEMPT POSITION DESCRIPTION

Position Title: Executive Director	Date Issued: 8/09/2007
Reports to: Board of Directors	Date Revised: 11/2008
	Date Approved:

JOB SUMMARY

The Executive Director is the chief executive of the Shelter of the Cross. The role of the Executive Director is to provide executive leadership of the Shelter of the Cross, Inc. in its mission to provide non-denominational, transitional housing, support, and services for elderly (58 years +) men and women, primarily in the greater Danbury area, who are homeless or at imminent risk of becoming homeless. The Executive Director reports to the Board of Directors and is responsible for the organization's consistent achievement of its mission and financial objectives. The Executive Director's activities will include financial development, organizational leadership, operations and strategic planning, staff and volunteer management, community relations and marketing.

REQUIREMENTS

Masters degree in a related field or five years relevant experience, including at least two years in program administration. Significant experience in financial development, strategic planning, and/or board development is required. Working knowledge of the mental health system and services available in the greater Danbury area is highly desirable.

PRINCIPAL TASKS/RESPONSIBILITIES

Financial Stability (40%)

1. Create a financial development plan and play a significant and active role in the successful implementation of the financial development plan approved by the Board.
2. Systematically network to orchestrate financial development and ensure, in conjunction with Board involvement, that adequate funds are available to permit the organization to carry out its work.
3. Lead required activities with the staff, Finance Committee, and Board to prepare an annual budget; ensure that the organization operates within budget guidelines.
4. Develop and maintain sound fiscal practices; oversee the operation of internal financial controls, accounting and management systems; ensure reports and statements are provided in a timely fashion.
5. Provide compliant reports to donors, government agencies and the Board, as required

Organizational Leadership (30%)

1. Ensure that the organization has a long-range strategy which achieves its mission and toward which it makes consistent and timely progress. Lead the organization in the achievement of its mission and goals in accordance with the philosophy and values of the organization.
2. Work with the Board to develop policies and procedures that promote the organization's effective functioning; develop and maintain a Policies and Procedures Manual and ensure compliance with same.
3. Ensure compliance with federal, state, and local laws governing the organization, its by-laws, contracts, funding agreements, and Board policies; ensure that official records and documents are appropriately maintained.
4. Maintain a climate that attracts, keeps, and motivates a diverse staff of top quality people.
5. Be responsible for the recruitment, employment, and release of all personnel, both paid staff and volunteers.
6. Ensure that job descriptions are developed, that regular performance evaluations are held, and that sound human resource practices are in place.
7. Ensure that the Board is kept fully informed on the operation of the organization and all important factors influencing it, including potential risks.
8. Promote active and broad participation by volunteers in all areas of the organization's work.
9. Through participation in professional associations, meetings, and/or workshops, maintain a working knowledge of significant developments and trends in the field; communicate same to the Board and other major stakeholders, as appropriate.

Community Relations (30%)

1. Promote and publicize the activities of the organization, its programs, and goals.
2. Develop effective relationships within the community to ensure the availability of relevant resources to support the achievement of the organization's mission.
3. Represent the programs and point of view of the organization to agencies, organizations, and the general public through public information, education, media, presentations and other means.
4. Maintain leadership in the area of elderly homelessness through awareness, advocacy, and education.