Chief Executive Officer/Executive Director

Position Summary: The Chief Executive Officer/Executive Director (CEO/ED) serves as the executive officer of the corporate entity, Sojourn Shelter & Services, Inc. The CEO/ED recommends and participates in the formation and revision of policies and programs by the Board of Directors and is responsible for implementing and directing, through effective leadership of staff and operational volunteers, the policies and programs approved by the Board. The CEO/ED is responsible for the successful management of the organization to meet the goals and objectives of Sojourn as set by the Board.

Primary Duties and Responsibilities

Within the parameters set forth in the Articles of Incorporation and Bylaws of the entities that comprise Sojourn and the policies adopted by the Board, the CEO/ED is responsible for the following primary duties and responsibilities:

Governance

- Ensures that the Board is proactively informed about the condition and operations of each Sojourn entity and on other important matters impacting the organization. Identifies, assesses and informs the Board of internal and external issues that affect the organization.
- Provides information, advice and counsel to the Board Chair in the execution of their duties.
- Maintains clear and open communications with funding and collaborating entities, working with them to foster a culture of trust and collaboration within the organization.
- Provides the necessary liaison and staff support to committees and operational volunteers to help them properly fulfill their functions.
- Oversees the planning and coordination of meetings of the Board and collaborates with the Board Chair to establish meeting agendas.

Operational Planning & Management

- Oversees the efficient and effective day-to-day operation of the organization.
- Maintains open communications with funders, collaborating agencies, volunteer groups and other stakeholders. Initiates and directs appropriate communication among staff, between staff and volunteers and the Board to facilitate effective operation of the organization.
- Oversees the planning, implementation and evaluation of effective agency services. Ensures that programs and services offered by the organization contribute to the organization's mission and reflect the priorities of the Board. Demonstrates unwavering commitment to program quality and operational ethics.
- Acts as primary media spokesperson and contact for Sojourn. Maintains and preserves the well-established positive image of the agency.
- Maintains effective relationships with external organizations including the legal and medical communities along with other human services, social justice, and nonprofit agencies.

Human Resources Planning and Management

- Recommends and implements the organizational structure for Sojourn's staff and operational volunteers within parameters established by the Board. Determines staff and operational volunteer requirements.
- Oversees the recruitment, hiring, training, development, compensation, and discharge of staff. Administers an effective human resources program that includes position descriptions, performance standards, and performance appraisals.
- Establishes administrative policies and procedures for agency functions.

Legal and Financial Planning and Management

- Plans, recommends and operates within an annual budget as approved by the Board. Presents proposed annual budget for the next fiscal year to the Board in an appropriate timeline for approval before the end of the fiscal year. Approves expenditures within the authority delegated by the Board.
- Acts as primary grant writer for the Agency. Established systems for effective implementation, tracking and report submission of all grant awards.
- Ensures that all funds, physical assets, and other property are properly safeguarded. Ensures that all financial statements of the corporation are audited annually. Identifies, utilizes and manages outside contractors such as legal counsel, accountants, computer support, public relations and marketing advisors, architects, building contractors, construction and project managers.
- Ensures the legal integrity of the entities. Ensures appropriate security for all files, legal and historical documents, client records and mailing lists. Executes such contracts and commitments as authorized by established policy or by the Board.
- Oversees the fundraising and development activities of Sojourn and actively solicits funds on behalf of the Agency.

Secondary Duties and Responsibilities: Assumes other related responsibilities as appropriate or assigned by the Board.

Technical and Personal Competencies:

- Able to articulate and model the core values of Sojourn to internal and external audiences. Understands and adheres to the Sojourn Code of Conduct and ethical business practices.
- Demonstrates strong understanding of leadership and management principles as they relate to non-profit / voluntary organizations. Knowledgeable regarding Board Management concepts and principles. Able to adapt his/her management style to various situations.
- Demonstrates strong knowledge of financial and human resources management principles. Knowledgeable regarding financial oversight responsibilities of 501(c)(3) not-for-profit organizations.
- Demonstrates the ability to recognize and address legal obligations of and potential risks to the organization.
- Demonstrates an ability to confidently interact with all levels of constituencies.
- Demonstrates a willingness to be flexible, versatile and/or tolerant of a changing work environment.
- Establishes and maintains positive working relationships with others, both internally and externally, to achieve the goals of the organization. Positively influences others to achieve results that are in the best interest of the organization.
- Speaks, listens and writes in a clear, thorough and timely manner, using appropriate and effective communication tools and techniques.
- Works cooperatively and effectively with others to set goals, resolve problems, and make knowledge-based decisions that enhance organizational effectiveness. Promotes a culture of knowledge-based decision-making.
- Develops and maintains a climate that attracts, retains and motivates a diverse staff of quality employees and operational volunteers. Demonstrates an ability to build a positive and productive work environment.
- Demonstrates an outstanding ability to read, analyze, and interpret general business periodicals, financial reports, legal documents; write reports, business correspondence, and policy manuals; efficiently respond to inquiries from stakeholders and other constituents; communicate effectively in written and oral form; and effectively present information to volunteers, staff, Board, and the public.
- Demonstrates an ability to manage crisis communications and maintain confidence and composure in difficult or stressful situations.

Reports to: The President of Sojourn Board of Directors

Supervises: Director of Court and Legal Services, Director of Shelter Operations**,** Technology Coordinator, Retail Operations Manager, Development Director, Prevention and Education Coordinator and Administration and Finance Coordinator.

Sojourn is an equal opportunity employer.