

Chief Executive Officer

Homeless Coalition of Palm Beach County

Reports to:

Chairman of the Board of Directors

Position Summary:

To serve as Chief Executive Officer responsible for providing leadership, fundraising and managing the operations of the organization, under the general oversight of the Board of Directors.

Duties and Responsibilities:

- Identify, cultivate and solicit prospective donors and key leaders of prospective new corporate and individual partners; leverage personal and professional contacts and relationships into fundraising opportunities; promote a culture of fundraising within the organization and with the board
- Develop, implement and maintain a comprehensive and diversified fundraising plan.
- Provide overall leadership and administration of the day-to-day operation of the organization.
- Ensure compliance with all legal, federal, state, local, grant and policy regulations and requirements.
- Aid in the recruitment and orientation of new Board members.
- Assure the maintenance of official records and documents, operations, fundraising, financial management, public relations, marketing and human resources
- Ensure that the short- and long-term working capital and financial management needs of the organization are adequately addressed, including leading funding and development initiative.
- Exercise responsibility for all aspects of fiscal management.
- Responsible for fiscal integrity of the Homeless Coalition of Palm Beach County and ensure preparation of timely and accurate financial statements, annual audits, and other financial reports as required.
- Oversee the annual financial audit process.
- Facilitate regular board review and analysis of all financial information, proposing appropriate action when appropriate.
- Develop and implement the annual budget, goals and objectives, and work with the Board to develop, implement, and monitor strategic plans.
- Ensure maintenance of effective internal controls for the protection of organizational assets.
- Represent and serve as a positive spokesperson for the organization to funders, nonprofit organizations, community leaders, the media and the general public.
- Implement a comprehensive and diverse marketing and communications plan including website, social media, printed materials, public relations, and planned events.

- Employ, assign, supervise, evaluate and terminate staff as the agent of the Board.
- Ensure leadership development of staff that demonstrates commitment for the needs and concerns of those the organization serves.
- Maintain a positive work environment that attracts, retains, and motivates a diverse staff.
- Ensure proper use, management, safety, security insurance and maintenance of all facilities used by the organization.

Required Experience and Skills:

- Bachelor's Degree or equivalent is required; Master's in Business or Public Administration desirable.
- Proven fundraising skills and experience.
- Extensive Palm Beach County network and experience in community engagement.
- Experience in fund development planning and implementation.
- Ability to command the confidence and respect of stakeholders.
- Ability to effectively communicate the organization's mission to donors, volunteers and the overall community.
- Strong overall leadership experience, including working with Board of Directors.
- Thorough understanding of nonprofit financial management information requirements.
- Strong analytical skills in order to effectively understand, interpret, and translate data into meaningful information and use toward accomplishing the goals and objectives of the organization.
- Strong interpersonal and communication skills in order to interact with the staff and a wide variety of funders, community leaders, including elected officials, and the nonprofit community at large.
- Ability to utilize the latest technology to effectively present and explain data and information.
- Strong work ethic with high degree of energy and multi-tasking.

Core Competencies Required for this Position

- Advance the Mission
- Relationship-Oriented
- Creative Problem-Solving/Strategic Thinking
- Flexibility/Adaptability
- Exemplary Communication Skills (oral and in writing)
- Quality Service
- Integrity
- Time Management