

EXECUTIVE DIRECTOR – RAINBOW PLACE SHELTER

Posting Date: 8/23/22

Closing Date: 10/1/22

Rainbow Place has functioned as a seasonal overnight emergency hypothermia shelter in Rockville for women experiencing homelessness since 1982. Historically, the shelter has been open from November through March, keeping women safe in Montgomery County during the coldest months of the year. In addition to treating our guests with kindness and compassion, we actively help them transition out of homelessness and into more stable housing. However, the COVID pandemic has brought change to many social service organizations, leading them to adapt to changing needs. We are in the exciting process of expanding and shifting Rainbow's mission to focus on transition age youth 18-24 years of age, including the LGBTQ+ community, with year-round emergency shelter.

JOB SUMMARY:

Rainbow Place Shelter has a solid financial foundation of public and private financial support. It seeks an experienced, visionary leader to guide Rainbow to and into its broader mission, with a brief transition period with our present Executive Director. The ideal candidate will bring deep passion for Rainbow Place's historic mission, and the drive to move forward with our new expanded vision. This requires a person with strong "people," communication, and advocacy skills; a successful record of managing operations (programmatic, administrative, financial, human capital), directing fundraising activities including grant-writing skills, and implementing policy.

The Executive Director reports to the Board of Directors. Rainbow offers a competitive compensation package commensurate with the Executive Director candidate's skills and experience.

Competencies and Requirements:

- Bachelor's Degree required, but an advanced degree in Social Work, Non-Profit Management, Public Health, or related field is strongly preferred.
- A minimum of five years of management experience in the non-profit sector.
- Experience in creating and implementing strategic plans, as well as using data in assessment and decision making.
- Experience working collaboratively with staff, community partners, volunteers, corporations, and boards.
- Strong communication skills, including public speaking, writing, and forming community and funder partnerships.
- Detailed knowledge of fiscal management, including annual budgeting and cash flow analysis.
- Fundraising experience, including major gifts, foundation, and governmental grants.

- Knowledge of homeless service provision models and programming, local, state, and federal housing authorities, social service agencies and general assistance programs.
- Knowledge of LGBTQIA+ service needs.
- Honest, transparent, and ethical professional behavior.
- Commitment to values of diversity, equity and inclusion.
- Maturity, a sense of humor, compassion, and empathy for our guests and ability to relate to individuals from many different racial, ethnic, religious and class backgrounds.

RESPONSIBILITIES:

Strategic Leadership an External Relations:

- Provide leadership in accomplishing the organization's new mission, vision, goals, and objectives and ensure that they are clear and aligned.
- Work with the Board to develop, maintain, and implement well-crafted strategic plan, and oversee the yearly review of that plan
- Maintain and strengthen existing strategic relationships with all stakeholders and identify and develop new strategic relationships.
- Represent and advocate for the organization at the federal, state, county and community levels and provide leadership on policy matters.

Management and Leadership:

- Collaborate with the staff to operationalize the strategic vision and programs of the organization.
- Actively supervise and support staff in case management, volunteer recruitment and support, public relations, and building relationships with supporting agencies.
- Motivate staff with a culture of trust, personal value, and empowerment to learn and grow, maintaining a positive and supportive work environment.
- Manage and develop staff with written objectives, performance goals, and performance metrics and ensure staff receive timely and constructive feedback through ongoing supervision and at least annual performance reviews followed by salary recommendations for approval by the Board.
- Establish and periodically review policies and procedures for the day-to-day operations and ensure the policies and procedures are clearly communicated with staff and equitably carried out.
- Ensure an effective staffing structure and hire and maintain high quality staff.
- Ensure compliance with workplace/employment laws, contracts, grant reporting, and other applicable requirements.

Finance and Fundraising:

- Ensure the organization's short and long-term financial stability including developing the annual budget. (Rainbow currently employs a seasoned part-time development director who assists the Executive Director.)
- Oversee all expenditures and review monthly actuals and cash flow reports.
- Ensure that any fiscal management problems are immediately addressed and when necessary, brought to the attention of the Board.
- Maintain records of documentation, including an accurate database on all donors and donations, that are comprehensive and up to date to easily determine the current fiscal health of the organization.
- Develop and maintain the systems and processes that support informed financial decisions and address any grant requests.
- Collaborate with the Director of Development to plan a diverse revenue development strategy; oversee and participate in revenue development including maintaining and expanding relationships with existing funders and cultivating new sources of support; and participate in yearly fundraising drives.

Board Relations:

The Executive Director serves as an ex-officio Board member, attends all Board meetings, and on an ongoing basis:

- Informs the Board about opportunities and challenges for the organization so that the Board can effectively execute its governance.
- Partners with the Board President in the development and running of Board meetings, including producing Executive Director reports/updates for each Board meeting.
- Supports the Board Committees, including providing relevant information on a timely basis and meeting with them as necessary.

Salary range: \$75,000-\$85,000 per year

Interested applicants should submit a resume and cover letter to Lauren@Rainbowplace.org

For more information, please see www.rainbowplace.org.