

# **Benjamin's House Emergency Shelter, Inc.**

## **Executive Director Job Description**



**TITLE:** Executive Director  
**REPORTS TO:** Board of Directors  
**PAY SCALE:** Negotiable

### **Position Summary**

The Executive Director is the key leader of Benjamin's House Emergency Shelter, Inc., and is responsible for the development, direction, and coordination of all operations necessary for Benjamin's House to maintain consistent achievement and execute its mission: ***Working together with others to provide shelter, food, support services and an avenue for self-sufficiency for the homeless and people in need.***

The Executive Director will report directly to Benjamin's House Board of Directors. The Executive Director will attend board and committee meetings on a regular basis, and will act as a liaison between board members and Benjamin House Staff. The Executive Director will keep the board up to date on all affairs and activities involving Benjamin's House.

### **Role and Responsibilities**

#### **Leadership:**

- Model professional behavior
- Ensure staff are aligned with Benjamin's House vision and goals
- Establish and maintain professional boundaries with guests, staff and volunteers
- Act as a mentor to organizational leadership
- Anticipate the needs of the shelter and its guests and develop programming to address these needs

#### **Personnel Management:**

- Maintain sound human resource practices
- Oversee and work with the Director of Operations on the day-to-day operations
- Provide onboarding and continued training to Director of Operations (DOO)
- Develop job descriptions and conduct regular performance evaluations on DOO
- Work with DOO in handling staff corrective behaviors in a discrete and respectful manner

#### **Program Management:**

- Maintain oversight and involvement for all program planning, organizing, operating and staffing

### **Community and Public Relations:**

- Oversee publicity concerning Benjamin's House activities, needs and reputation
- Act as spokesperson for Benjamin's House when speaking opportunities arise
- Promote community awareness of Benjamin's House
- Build and maintain relationships with organizations and individuals that can support Benjamin's House mission and goals
- Implement community outreach activities
- Manage and oversee all marketing activity, including social media activity
- Establish sound, professional working relationships and/or cooperative arrangements with other nonprofits and public/private agencies serving people in need
- Represent Benjamin's House at public and private events

### **Fundraising:**

- Develop and execute the organization's annual fundraising plan
- Plan and participate in fundraising events
- Recruit and organize event volunteers
- Solicit sponsorships and donations
- Develop and foster relationships with current and potential donors
- Oversee donor database
- Identify and apply for grant opportunities
- Coordinate, analyze and report on the performance and outcome of fundraising initiatives to the board

### **Budget and Finance:**

- Collaborate with the finance committee and the board in preparing budgets
- Retain constant knowledge of Benjamin's House financial position and ensure the organization operates within its budget
- Act as the contact person for merchant accounts
- Oversee proposals and ensure timely reporting for all foundation, corporate, federal and state fundraising
- Monitor and maintain an internal control system
  - verify goods received
  - verify documentation for expenditures and revenue
  - verify employee reimbursements
  - implement cash and check handling processes

## **Qualifications and Requirements**

### **Skills and Abilities:**

- Strong leadership and management skills
- Strong oral and written communication skills
- Strong organizational, time management, data management skills and problem solving skills
- Demonstrate dependability and professionalism
- Maintain confidentiality and treat individuals with dignity and respect and set and observe personal limits and boundaries
- Demonstrate a positive attitude and possess the ability to work effectively as part of a team or independently

**Education and Experience:**

- BA/BS (4-year Degree); combination of education and work experience will be considered
- Previous management experience
- Proficiency in Microsoft Office, Presentation Software, Spreadsheets, Communication and Collaboration Tools, and Social Media.

**Working Conditions and Requirements:**

- Work is typically performed on the shelter property
- Some physical work is required, including lifting, bending, climbing stairs, and carrying up to 35 pounds
- Must have a car, a valid Wisconsin driver’s license and a clean driving record and be willing to travel locally as necessary during working hours
- Some work hours will require availability outside normal work hours and may include evenings, weekends and holidays as well as after-hour on-call coverage
- Provide authorization for a criminal background check
- Salaried position; 40 hour minimum work week with flexible scheduling

**Certification of Employee**

I have read and fully understand this job description. In addition, I fully understand it may be revised by Benjamin’s House Board of Directors in its sole discretion. I represent that I am fully qualified to perform the position described and can perform the essential functions of this position.

I understand that any misrepresentation, falsification or material omission of information in this certification or my employment application may result in my immediate termination.

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_