

Minnesota Coalition for the Homeless

Executive Director Position Posting

July 2019

Summary

The Minnesota Coalition for the Homeless (MCH) seeks an Executive Director. The ideal candidate will be committed to finding solutions to ending homelessness in Minnesota, a leader in public policy, organizing, communications, and experienced in nonprofit management. People of color and indigenous people are strongly encouraged to apply.

Compensation

Salary range of \$75,000 to \$90,000 and health insurance benefit.

Organizational Overview

The mission of the Minnesota Coalition for the Homeless is to generate policies, community support and local resources for housing and services to end homelessness in Minnesota.

The Minnesota Coalition for the Homeless (MCH) is a 501(c)(3) nonprofit organization that works to ensure statewide housing stability and economic security. MCH works with people experiencing housing instability in partnership with over 120 members across the state. Member organizations range from those who work across the housing continuum in direct service to state agencies in public policy.

The executive director provides leadership to ensure the mission of MCH is carried out, works with the board of directors on setting the strategic direction and organizational policies, and is the organization's chief spokesperson. The executive director has overall responsibility for the financial stability and day-to-day operations, supervises MCH staff, and oversees policy, organizing, and communications. MCH is based in St Paul and has six staff, is governed by a board of directors with seven members; and has a \$600,000+ annual budget.

Primary Responsibilities

Leadership

- Provide leadership and work with the Board of Directors to set strategic direction, priorities, and policies for the organization.
- Develop staff to maintain consistently high levels of performance, professionalism, and excellence.
- Be a statewide leader and spokesperson on homeless issues.
- Assure that the organization has a long-range strategy which achieves its mission, and toward which it makes consistent and timely progress.
- Maintain a working knowledge of significant developments and trends in the field.
- Establish and maintain effective working relationships with member organizations and other stakeholders.

Organizational and Financial Management

- Oversee the day-to-day operations of the organization.
- Manage the financial and legal obligations of the organization and ensure the organization operates within the limits of board-approved budgets, policies, and by-laws, as well as within all applicable laws and regulations.
- Develop and monitor the annual budget.
- Be responsible for the recruitment, employment, supervision, and release of all personnel, both paid staff and volunteers.
- Maintain a climate which attracts, keeps, and motivates a diverse staff of top quality people.

Program Management

- Oversee the development and funding of all programs.
- Lead the organization's overall strategy for public policy, organizing, and communications.
- Manage and supervise staff as appropriate to deliver programs.
- Initiate efforts to attract new member organizations to MCH and engage current members.

Preferred Qualifications

A combination of comparable work experience and a commitment to learn and grow will be taken into account.

- Ability to establish credibility and advance the mission of the organization statewide and within diverse communities.
- Commitment to promoting teamwork and inspiring individual excellence.
- Ability to think strategically and implement work plans.
- Knowledge of public policy, organizing, and communications.
- Knowledge of nonprofit fundraising and ability to develop resources.
- Strong managerial, supervisory, and organizational skills.
- Willingness to work a flexible schedule.
- Self-starter with the ability to work independently and within a team.
- Dependable, reliable, honest, and trustworthy.
- High personal and professional ethical standards.

To apply:

Submit cover letter and resume to Executive Director Search Committee at admin@mnhomelesscoalition.org.

Position is open until filled. Applications are preferred by Friday, July 26.