



## Front Steps – Job Description

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**Job Title:** Executive Director

**FLSA:** Exempt (40 hours per week)

**Department:** Administration

**EEO Job Classification:** Officials/Managers

**Reports to:** Board of Directors

**Last Revised:** October 16, 2017

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**Front Steps' Mission:** Front Steps provides a pathway home for our neighbors experiencing homelessness by offering emergency shelter, affordable housing, recuperative medical care, and supportive services, and promotes community awareness.

### **Position Summary:**

The Executive Director is the chief executive officer of the organization, responsible for guiding strategic and annual planning and execution of those plans, strengthening and expanding the board in support of the organization's mission and goals, hiring, management and evaluation of staff, and oversight of internal and external communications and initiatives. The Executive Director reports to the Board of Directors.

### **Responsibilities:**

#### **Strategy and Planning**

- Provide leadership in developing program, organizational, and financial plans in collaboration with the Board of Directors and the management team to achieve our goals and mission.
- Establish strong working relationships with community partners, the City of Austin, and funding sources.
- Maintain a working knowledge of developments and trends in homelessness and non-profit management.
- Oversee and support the development and implementation of programs and services that align with the organization's goals and objectives.

#### **Organizational Management**

- Hire, motivate and support a superior staff to achieve our goals and mission through effective communication, interpersonal, organizational, problem solving and team building skills.
- Work closely with the management team and the Board of Directors to prepare the budget, secure and effectively utilize funding, and prepare for program and performance evaluations and audits.
- Partner with the Board of Directors to implement changes for the benefit of the organization and its service to our clients.
- Oversee the organization's compliance with all relevant federal, state, and local laws and regulations

#### **Public Relations / Advocacy**

- Develop and implement a strategic marketing plan that provides a clear and concise message communicating the organization's story, mission, and role in the community.
- Build and enhance relationships with key partners and funding sources.

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- Advocate for the mission of the organization and provide community education by participating in and attending community forums.

### **Minimum Qualifications:**

- Bachelor's degree or higher. Additional training in development is helpful.
- At least three (3) years demonstrated success in staff leadership, fundraising/development, partnership development, and financial management.
- Demonstrated ability to create and maintain annual budgets in accordance with applicable laws and regulations.
- Proven ability to strategically and effectively lead and grow an organization.
- Strong development, marketing, and public relations experience proven to engage stakeholders, public and private donors, policymakers, the media, and the community at large.
- Demonstrated success in acquiring organizational funding from grants and public sources, and general fundraising efforts.
- Demonstrated knowledge of human resources practices, policies, and procedures that conform to employment laws and regulations.
- Demonstrated ability to establish accountability standards and measurements to determine organizational effectiveness.
- Demonstrated success in working with a Board of Directors.
- Strong organizational, time management, and project management skills.
- Strong and effective oral and written communication skills.
- Proficient in Word, Excel, PowerPoint, and Access.
- Reliable transportation.
- Valid driver's license.

### **Preferred knowledge, skills, and abilities:**

- Five (5) years leadership experience in non-profit.
- Master's degree in Business, Public Administration, Non-Profit Administration, Leadership, or Management or Social Work or closely related field.
- General knowledge of local philanthropic community.
- Familiar with non-profit agencies serving those experiencing homelessness.