



Executive Director

One thing is certain, no one ever wants to experience homelessness. Unfortunately, homelessness is a reality for many members of our Austin community. Front Steps is working to change that reality. The challenge is significant, the work is intense and the mission is critical.

Front Steps seeks an Executive Director that is ready to work with the community, our dedicated Staff, and the Board of Directors to restore hope and provide a pathway home to our neighbors experiencing homelessness.

The ideal candidate for this position will be a “connector”, someone who has experience developing collaborative relationships with Clients, Staff and Management; and with multiple stakeholders, regulatory agencies and public officials. This candidate will have a proven track record of success in leadership, overseeing the operations of a social impact organization, serving as an inspiring leader and demonstrating outstanding financial acumen.

The Executive Director must:

- Work comfortably, respectfully and compassionately with our Clients;
- Recognize and seek to understand the diversity of our Clients and their needs;
- Collaborate internally to identify and develop improvements to service delivery;
- Earn the respect of Staff through excellent communication, by implementing systematic development opportunities, and by regular and consistent recognition for superior performance;
- Be as passionate about our mission as our Staff and Management.

The Executive Director reports to the Board of Directors and will be responsible for the following areas:

- Serving as a strategic partner to the Board of Directors; refining and executing the strategic plan while ensuring that the budget, Staff and priorities are aligned with Front Steps’ mission.
- Serving as the spokesperson and advocate for Front Steps, representing the organization’s interests on a city and state level; developing effective partnerships with medical, mental health, substance abuse, law enforcement, business alliances, universities and the Austin community.
- Providing leadership and supervision; promoting Staff retention and development with a focus on leadership, professional growth, and succession planning.



- Working with the Board, facilitates fundraising initiatives, developing and implementing long-term fundraising plans; identifying and securing new Donors to support funding needs and maintaining strong relationships with existing funding sources through on-going stewardship.
- Overseeing financial management, including working with the Board to develop long- and short-range plans in support of the strategic plan; monitoring the annual budget, ensuring financial controls are in place.
- Analyzing operations to evaluate performance, determine areas of potential improvement, cost reduction or policy change.
- Overseeing compliance with all relevant federal, state, local laws and regulations.

Qualifications:

- Bachelor's degree in related field; master's degree in related field preferred.
- Five years of progressively responsible experience, that includes three years' experience in executive leadership role at a social impact organization; leadership experience in homeless service/case management/PSH organization, mental health, public health administration or related field is preferred.
- Experience developing, implementing and managing public-private partnerships to achieve community-wide and social and economic goals.
- Experience successfully applying collaborative business, leadership and management principles as they relate to non-profit organizations; commitment to professional development of Staff and a successful track record of recruiting, engaging and retaining a diverse team.
- Excellent written, verbal, interpersonal and public speaking skills required; demonstrated ability to articulate a vision, engage with diverse audiences, listen, understand concerns, build rapport and develop collaborative relationships.
- Prior experience managing budgets, including budget development, monitoring, analysis and reporting.
- Knowledge of fundraising strategies and Donor relations specific to the non-profit sector; demonstrated experience developing, engaging and stewarding diverse Donor groups preferred.
- Knowledge of current community challenges and opportunities related to homelessness, affordable housing, substance use disorders and solutions.
- Demonstrated history of creating and maintaining very strong internal vertical communication within organizations and ensuring a common vision.

In addition to the qualifications listed above, Front Steps' seeks an Executive Director who is passionate about the mission, possess excellent judgment, has a sense of humor, is able to keep their perspective, sees challenges as opportunities, consistently operates with the highest integrity and is a visionary and involved leader.



Compensation and Benefits:

Front Steps offers a salary and benefits package that is commensurate with experience.

Recruitment Process

Prior to final interviews, candidates will be required to sign a release form to authorize employment and educational verifications.