



## Clark County Homeless Coalition

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*P.O. Box 4692, Winchester, KY 40392-4692*  
[clarkcountyhomelesscoalition@gmail.com](mailto:clarkcountyhomelesscoalition@gmail.com)

Job Title: Executive Director

5/2011

### **Job Summary:**

Under the direction of the Board of Directors, the Executive Director is responsible for overall management and operation of Clark County Homeless Coalition, Inc. (CCHC) and protection of the organization's financial assets while ensuring compliance with board directives, applicable grantor requirements, and federal and state requirements. The shelter director will work with local agency and service providers, facilitate case management, advocacy, and referral services to support clients of CCHC to achieve safe, decent, and affordable housing. Perform other duties as needed. This is a full-time salaried position (40hours/week).

### **Responsibilities:**

- Responsible for overall operations, asset protection, and marketing/public relations for CCHC, a 501(c)(3) non-profit corporation, providing transitional housing for homeless individuals and families. The director will also:
- Oversee all accounting functions including those necessary for auditing, budgeting, financial analysis, capital asset and property management and payroll in accordance with generally accepted accounting procedures, Board of Directors' policies and procedures, and all other applicable rules and guidelines.
- Handle all aspects of human resource management for all employees including but not limited to hiring and termination, developing position descriptions, setting compensation, and applying board-approved employee policies and benefits in accordance with federal and state requirements; regularly coordinates and supervises CCHC volunteers and staff.

- Responsible for grant writing, grant and contract management including negotiating agreement terms that reflect the needs of CCHC, monitors progress of agreements and maintains agreement documentation to ensure fulfillment of agreement terms including receipt and expenditure of funds.
- Assist in the development of current and long-term organizational goals and objectives as well as policies and procedures for CCHC operations. Establish plans to achieve goals set by the Board of Directors and implements policies, subject to approval by the Board of Directors.
- Analyze and evaluate vendor services and management of CCHC funds to determine programs and providers that best meet the needs of CCHC and makes recommendations to the Board as appropriate.
- Assess client needs and refers clients to appropriate community agencies such as crisis intervention; legal advocacy; counseling agencies for medical, mental, physical, social and educational needs. Maintains case records. Schedule and conducts on-site programs promoting greater self-determination and the increase of skills and income. Develop prevention/educational materials and presentations.
- Responsible for CCHC public relations, and must maintain a positive public image for the organization. Attends meetings on behalf of CCHC and does public speaking and presentations as part of fund raising, awareness and public relations.
- Other duties as assigned by the Board of Directors.

**Education and Experience:**

A Bachelors Degree with a minimum of five years experience in non-profit administration or social work. Knowledge of complex issues facing homeless individuals and families and the ability to manage and grow an institute with limited financial resources is a plus. Successful candidates will have case management, grant writing, and general management, financial management and strategic planning experience. Strong verbal and written communication skills, organizational skills, excellent computer skills and flexible schedule are also required.

**Contact Information:**

Resumes and references should be directed to: CCHC, P.O. Box 4692, Winchester, KY 40392-4692, 859-744-8733, clarkcountyhomelesscoalition@gmail.com