

Notice of Job Opening

Executive Director

The Light House- A Homeless Prevention Support Center

Annapolis, Maryland

The Light House is looking for an experienced executive director to lead, manage and advocate for the organization and its mission: "rebuilding lives with service and compassion by providing shelter, preventing homelessness, and empowering people in Anne Arundel County as they work to become self sufficient." As we move from serving 500 clients a year in our current location to serving over 1,500 people per year in our new facility due to open in October 2010, this position requires a broad range of management skills to ensure a successful transition and future for the Light House.

Background

For 20 years the Light House has been located on inner West Street in downtown Annapolis, the only emergency shelter in Anne Arundel County serving both individuals and families. The Light House currently has 6 beds for women, 11 beds for men, 5 winter relief cots and two apartments for families. Clients stay up to 90 days if they are alcohol and drug free, seek or retain employment and participate in our supportive programs. Breakfast and dinner are served by volunteers 365 days per year. Transitional and Supportive housing, when available, is granted to successful clients. Our Anchor and Willow House Programs provide accommodations in two apartments, one single family house and SRO housing for up to two years. Support Services are offered by our dedicated paid staff, caseworkers and volunteers who help clients with health, legal, employment and social services needs. We coach our residents in financial management, debt reduction, savings, job training, parenting and life skills. We also provide homeless prevention services by giving financial assistance to avoid utility turnoff and by distributing thousands of lunches and bags of groceries from our food pantry to those who are in need in the community.

The Light House is operated by Annapolis Area Ministries, Inc.(AAMI), a 501(c)(3) run by a Board comprised of interfaith congregation members and community-at-large members. AAMI depends upon the financial and volunteer support of the Friends of the Light House Shelter, private donors, the faith-based community, business partners, foundations and government agencies.

Every year the Light House turns away hundreds of people eligible for our program, last year nearly 160 homeless children alone, because our small facility is full. Committed to meet the desperate and growing need for shelter in the Annapolis area, in 2007 AAMI bought 1.4 acres in the Parole industrial area of Annapolis, just over a mile from our West Street location, where we could build a larger facility. The "Campaign for Shelter" is nearing completion, with over 8 million dollars raised to construct our new 24,000 sq.ft. building. The new shelter will provide 15 beds for women, 30 beds for men, 5 family apartments and space for increased supportive services including an employment resource center, a teaching kitchen, and a community and education center. We will also have a drop-in day center for the chronically homeless and a healing garden that will be open to the public. The new shelter is currently under construction and we will open our doors to clients in October. This new center will be a highly visible resource for the county and its citizens and we must operate it with the highest standards of professional social services providers. It is a pivotal moment in the history of the Light House, for the right leader it is an opportunity to lead us into an exciting new future.

Please visit our website for more information: www.annapolislighthouse.org.

Job Description

The Executive Director (ED) is charged with accomplishing the mission of the Light House and is required to execute the policies and directives of the Board as articulated by Board action and the Board President. S/he is expected to work closely with the Board to develop and implement the strategic vision, providing leadership and direction to the entire organization in order to meet annual goals and financial objectives. The ED must attend all Board meetings and provide monthly reports on the programs, services, finances and activities of the Light House. The ED represents the Light House and promotes its mission with partners, funders, government agencies, elected officials, media and the community-at-large. The ED acts as the liaison between Board, staff, clients, Friends of the Light House Shelter, volunteers, donors, clergy and their congregations, and the community. The Executive Director is hired, supported and evaluated, and if necessary, terminated, by the sole authority of Annapolis Area Ministries, Inc. S/he is accountable for the operations and success of the Light House, will report directly to the Board and will be supervised by the Board President and the Executive Committee of the Board.

Responsibilities Include:

Management

- Ensuring the continued fiscal health of the Light House through prudent and transparent management of financial operations and annual audits, helping develop and complying with the annual budget approved by the Board.
- Administering overall operations, including, but not limited to: developing, directing and reviewing and evaluating operational policies and program activities, fulfilling continuing contractual obligations, allocating resources for greater effectiveness and efficiency, and developing organizational and administrative policies and program objectives for Board consideration.
- Supervising all personnel and employment issues, hiring a diverse and qualified staff, addressing their needs, evaluating staff performance at least once annually, maintaining complete personnel files, and firing employees in compliance with employment law guidelines and mandates.
- Establishing sound management practices for the Light House and AAMI, including detailed work plans that can be monitored for measurable outcomes.
- Overseeing business office operations and maintaining documents according to legal requirements and/or Board policies and procedures.
- Overseeing management of AAMI's properties and facilities to provide for the health and safety of staff, clients and visitors.

Governance

- Facilitating the implementation of the Board approved strategic plan and policies, and in conjunction with the Board, developing as needed new strategic plans with objectives and timelines that are regularly updated.
- Working with the Board and the Friends of the Light House to identify and cultivate new members for both Boards.
- Informing and advising the Board regarding current trends, problems and activities.
- Serving as a liaison between Board and staff, and providing staff support to the Board and its committees.
- Working with the Board President to ensure all Board members are contributing in meaningful ways and that the AAMI Board as a whole engages in effective governance of the organization.
- Building advisory committees by engaging community leaders with expertise needed to support programmatic goals.

Fundraising

- Working with the Board and the Director of Development, and creating strategic and yearly plans to solicit and secure diversified funding streams in order to meet revenue goals.
- Initiating, cultivating and sustaining relationships with a broad base of local organizations, spanning the government, corporate, funding and community-based sectors.
- Serving with Board President and Director of Development as the liaison to major donors and key supporters including our core congregations and volunteers, and creating opportunities for increased support of the Light House.
- Creating strategic partnerships that benefit the organization's fundraising and programmatic objectives.
- Monitoring the Development Office's schedule of grant proposals and grant reporting, ensuring that appeals for financial support meet overall organizational needs and objectives.

Program Planning and Administration

- Ensuring the development and understanding of the AAMI vision and strategy for programmatic impact, and overseeing implementation and documentation of those programs that support our vision and values for client services.
- Ensuring fulfillment of deliverables on all contracts, grants and subcontracts, coming in on budget and in compliance with service requirements.
- Ensuring that ongoing, client-centered, community-based evaluation of all current programs is conducted, requiring that any needed improvements to client service delivery are made and that new programs are developed as appropriate.
- Ensuring excellent, optimal client service delivery.

Communications

- Serving as the principal spokesperson and advocate for the Light House, its mission and its clients. Involving Board, staff and others, where appropriate, to speak on behalf of the organization and/or the cause of homelessness.
- Being well-informed of the pertinent facts and information when representing AAMI and the Light House.
- Representing AAMI in its business relationships with other non-profits, government agencies, the media, professional organizations.

- Working with the Director of Development, plan and oversee all communications and media relations activities.
- Developing a leadership role in the community and with elected officials.

Qualifications:

- BA/BS required; MA/MS in a relevant field strongly preferred and/or certification in nonprofit management.
- Minimum of five years of nonprofit top management experience.
- Experience with board management and development.
- Successful budgeting, fiscal management and audit experience.
- Practical knowledge of accounting systems and computer programs.
- History of fundraising success and grant management.
- Demonstrated ability to establish and sustain partnerships to support organizational goals.
- Ability to work effectively with clients.
- History of working successfully with diverse populations.
- Ability to motivate staff and maintain high level of staff accountability.
- Experience designing and implementing strategic plans.
- Exceptional oral, presentation and written communication skills; confidence when speaking to diverse public, private and congregational audiences.
- History of advocacy and community outreach success.
- Demonstrated ability as a team player and willingness to perform other duties as assigned or needed for success of the organization.

Salary/Benefits: Salary range \$75-\$90,000; commensurate with experience. Benefit package includes health, life and paid leave.

How to Apply: Interested candidates should send a letter of interest and a resume to: Sharon Stewart, c/o the Light House, 206 West St., Annapolis, MD 21401, or by email in an unprotected PDF or Word format to: sstewart@annapolislighthouse.org.

Deadline for receipt of application is 5pm on **Friday, March 12, 2010.**

This job description does not create an employment contract, implied or otherwise, other than an at-will relationship. This job description in no way states or implies that these are the only responsibilities to be performed by the employee in this position. AAMI is an Equal Opportunity Employer.