

## POSITION DESCRIPTION

For

**Bridge House**

**Executive Director**

### ORGANIZATION

**Bridge House's (BH)** core mission is to reduce homelessness in central New Hampshire through operation of its 25 plus bed homeless shelter in Plymouth, NH, and through active case management of residents, where life skills and other community reintegration skills are taught to shelter residents. The present shelter opened in 2005, and the organization has an operating budget of approximately \$300,000. Funding comes from a diverse group of private foundations, individuals, the federal government, and the state of New Hampshire.

### THE POSITION

#### **Executive Director**

**Bridge House** seeks an energetic, committed, dynamic, creative Executive Director who will integrate its work and lead the organization into its next stage of development. Reporting to the Board of Directors, the Executive Director of the **Bridge House** provides direction in assisting the homeless through behavioral change and education. S/he will be responsible for the organization's performance outcomes, establishing and nurturing relationships with key partner agencies that help deliver on its mission, leading in the maintenance of key funding relationships, and serving as the liaison to the Board.

### **Principle Duties and Responsibilities**

#### **Administration**

- Participate and oversee the shelter case management team, and foster a team environment.
- Oversee effective facilities management.
- Prepare and manage annual operating budget.
- Plan and oversee documentation and evaluation that measures the impact of programs; maintain accurate data.
- Collaborate with the Board to implement the organization's mission and strategic plan.
- Hire, supervise, and evaluate staff.
- Maintain a climate that attracts, keeps, and motivates top-quality professionals and volunteers.

### **Development**

- Partner with the Board to create a development plan for the **BH**.
- Diversify funding streams in a changing economic climate.
- Seek and acquire grant funding from public and private entities.
- Cultivate donors and oversee development of annual fundraising plan.

### **Public Relations/Communications**

- Develop and implement a public relations/communications plan to maximize resource development and enhance **BH's** positive identity and visibility.
- Foster strong ties with local communities, state, and other public agencies addressing homelessness.
- Offer community-based programs and advocacy to reduce risks for homelessness.
- In conjunction with the Board Chairperson, develop a group of individuals who assist with development and serve as community ambassadors.

### **Board Relations**

- Partner with the Chairperson of the Board, and promote the work of the Board of Directors.
- Keep the Board informed, at regular board meetings, of **BH** activities and governmental issues.
- Assist the Chairperson of the Board in developing agendas for meetings so that the Board can fulfill its responsibilities effectively, as well as an annual calendar to cover all crucial issues in a timely fashion.

## **PERSONAL CHARACTERISTICS**

**Bridge House** seeks a highly competent and energetic executive. The appropriate candidate will bring experience, warmth, and dedication to relationship-building on behalf of the organization. The executive director will display an entrepreneurial spirit, integrity, and team-building ability.

In addition, the successful candidate must have:

- Strong oral, written, and technological skills.
- The ability to successfully write and obtain grants.
- The ability to participate in the strategic development efforts for Bridge House as it enters a new phase of its growth as an organization.
- Management and human resources skills, demonstrating an inclusive management style with the ability to inspire and engage others.
- Experience developing budgets and other financial data.
- Strong fundraising skills and record of success.
- Ability to leverage local institutional resources.
- Ability to speak at public functions and with the media.
- Significant entrepreneurial skills and a high level of comfort with managing ambiguities.
- Fluency with multiple roles: ambassador, servant/leader, and facilitator; track record of dealing with diverse constituencies.

We are seeking an individual who is highly nuanced in his/her interpersonal style. From an interpersonal standpoint, rich creativity, a high degree of practical intelligence, behavioral flexibility, and a substantial work ethic should be qualities present in preferred candidates. The ideal executive will have mature business judgment, and a pleasing and fluid interpersonal style as well as a sense of humor.

## **REQUIREMENTS**

The ideal candidate will have a minimum of 3 years of successful experience in a comparable role with similar fundraising goals. Experience in working with issues of homelessness, mental illness and/or addiction is preferred. A minimum of an undergraduate degree is required, preferably in a social service field.

## **TO APPLY:**

Send application materials via email to: [bhexecdirsearch@gmail.com](mailto:bhexecdirsearch@gmail.com)

Include cover letter, resume and name, address, email, and phone for three references. Applications accepted until position is filled. Priority to those resumes received before 6/19/2010