

# Gathering for Women · Monterey

## Executive Director

Gathering for Women - Monterey (GFW) seeks a caring, collaborative and enthusiastic Executive Director, who is passionate about the organization's mission and will help the organization advance as it continues to provide services to homeless women on the Monterey peninsula.

### **Description**

The Executive Director will take a lead role in carrying out GFW's mission of supporting the homeless and hungry through our values of Hope, Empowerment, Advocacy, Respect, and Transparency. GFW is a nonprofit charitable organization that provides services primarily to homeless women on the Monterey Peninsula. GFW operates a daytime service center that provides daily breakfast and lunch, clothes, diverse workshops, and case management designed to help women find a pathway out of homelessness. It is governed by a Board of Directors, and operated with limited staff and a large and dedicated corps of volunteers. This position will report to the Board President.

**Major duties and responsibilities** include, but are not limited to:

#### *Leadership and Strategy*

- Working with the Board, staff, volunteers and other stakeholders, to solidify GFW's position as a collaborative partner and valued community asset in serving homeless women on the Monterey Peninsula
- In collaboration with the Board, define and implement strategies, plans and programs that advance GFW's mission. Inspire and motivate a network of supporters to promote and fulfill the vision.
- Develop and implement planning and evaluation processes to assess the quality and impact of programs, staff, and volunteers.
- Stay current and knowledgeable of significant developments and trends in issues surrounding homelessness.
- Represent and advocate for GFW and its mission, promoting creative solutions and assistance in the community and building partnerships for collaborations.

### *Financial & Operations Management*

- Be accountable for the complete financial, statistical, and accounting records of the organization.
- Ensure that operating results established in the annual budget are achieved and control operating expenses within budget.
- Regularly assess and refine the organization's structure and staffing (with paid staff and volunteers) .
- Maintain official records and documents, and ensure compliance with all relevant legal, personnel and fiscal practices of a non-profit corporation.
- Develop and supervise GFW's programs.
- Oversee facilities and liaison with landlord(s).
- Maintain an effective and cost-efficient office environment.
- Oversee the preparation of office and other procedure manuals, outlining specific duties and responsibilities.

### *Fund/Resource Development*

- Work with the Board and staff to develop existing and new reliable sources of income that will sustain the organization through the growth of its mission and vision.
- Help create and implement a focused development plan with annual growth goals to identify, cultivate, solicit, and steward major individual, foundation, and corporate donors to ensure a diverse and growing funding base.
- Be responsible for oversight of all aspects of grants including research, cultivation, budget development, writing, implementation, evaluation, and reporting.
- Create and supervise implementation of operations and marketing plans for sustainable income through donations, workshops, and events.

### *Community Relations & Marketing*

- Build relationships and act as GFW's spokesperson and advocate, actively promoting the organization and its value in the community with volunteers, funders/donors, related nonprofits and educational institutions.
- Participate in the creation of communications and marketing plans to effectively promote programs, events, projects, and collaborative efforts, and further GFW's mission.

### *Staff, Volunteer and Human Resource Management*

- Provide a positive working environment that motivates and encourages GFW staff and its large volunteer corps to participate fully in the mission of the organization.
- Provide leadership through effective objective setting, delegation, and communication.
- Conduct performance reviews.

- Formulate and implement corrective action as needed.
- Help implement and create sound human resources practices, systems, policies, and procedures to ensure a healthy work environment. This includes monitoring the current Employee Handbook and updating as necessary, maintaining and updating job descriptions and salaries, and ensuring appropriate annual goals.
- Recruit, retain, and recognize volunteers.

### *Board of Directors*

- Collaborate with the Board in implementing the vision and mission of the organization utilizing governance best practices.
- Present timely and accurate written reports to the Board regarding the status of agreed upon goals and objectives, and other relevant issues at regularly scheduled meetings.
- Work with Board committees and appropriate staff and volunteers, to develop and implement program, organizational and financial plans, and policies and procedures.
- Support Board recruitment, orientation and training of new members.

## **Work Environment**

- Work schedule may include evenings, weekends, or holidays on occasion.
- Primarily an office environment, working with a volunteer staff, and guests who are primarily homeless women. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets.
- Driving will be required at times, in connection with traveling between GFW's various locations, coordination with other agencies, attending meetings and seminars, giving presentations, and other activities.
- Although this is primarily a sedentary position, the Executive Director may be required to stand, walk, stoop, reach, and bend continually throughout the workday.
- Occasionally, the Executive Director may be called on to lift up to 20 lbs.

## **Qualifications**

The ideal candidate will possess proven ability or accomplishment in the following:

- Demonstrated success with the duties listed in the Description of the Job section.
- Strong organizational and administrative skills.
- Ability to collaborate with an active and engaged Board, staff and volunteers
- Thorough understanding of financial and business aspects of organizations of similar magnitude, with particular emphasis on nonprofits.
- Experience in raising funds for a not-for-profit organization or comparable private sector experience.
- Excellent writing and speaking skills. -
- Effective interpersonal and relationship building skills.

- Ability to partner and communicate with a variety of internal and external contacts,
- Excellent planning, organizational, time and project management skills.
- Strong reasoning, analytic thinking and problem solving skills and experience.
- Excellent attention to detail.
- Multi-tasking skills; flexibility.
- Ability to maintain confidentiality.
- Ability to take initiative to accept new assignments and challenges.
- Experience working effectively in both independent and team situations.

*Education and Experience:* Requires a bachelor's degree (ideally in a related field); graduate degree in relevant field strongly desired. 10 years of increasing responsibility working with a nonprofit and/or social service organization. Prior experience working with vulnerable populations is strongly desired. Prior Executive Director experience is a plus.

*Background and Licensing:* Must possess a valid California driver's license, auto insurance with \$100,000 /\$300,000 liability limits, and must obtain a DMV Clearance Report. Additionally, employment with GFW is subject to a background check (fingerprinting).

*Salary:* Commensurate with experience and competitive forces in the local operating environment.

## **DISCLAIMER**

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

As a response to this job announcement, please submit your resume, one-page cover letter, and answers (limited to no more than 350 words per response) to the following items to [GFWsearch@gmail.com](mailto:GFWsearch@gmail.com) before March 29.

1. Please share your experience with a social service nonprofit.
2. Please share your approach and experience to building partnerships with organizational partners, stakeholders, and volunteers.
3. Please share your experience managing staff, volunteers, and a budget
4. Please tell us why you want this job.