



**Announcement of Open Position:
Executive Director, The Gray House, Inc.**

Applications accepted through 3/16/20

Job Title: Executive Director
Reports to: Board of Directors

Status: Full-time, exempt
Location: Springfield, MA

General: The Executive Director leads the organization to fulfill its mission and provide services that empower low-income individuals break the cycle of poverty through food assistance, adult education and youth programming. Under the authority and guidance of the Board of Directors, the Executive Director provides leadership and is responsible for the overall direction of operations to achieve the goals and objectives of the organization, secure funding and manage the finances, staff and facility. The Director ensures that programs are mission aligned, achieve outcomes, and meet licensing and funding standards.

Responsibilities:

Fund Development

- Identify and pursue all appropriate revenue sources and grants along with assist with fundraising activities and events undertaken by the Board
- Identify, solicit and cultivate new and existing donors
- Manage donor database
- Ensure fundraising events and appeals are on-time and meet budgeted goals
- Write grant proposals, cultivate relationships, ensure compliance with grant requirements and spending and complete all follow-up documents and reports.

Administration

- Establish policies and procedures in keeping with the overall objectives of the organization
- Ensure adequate record-keeping in all areas of operations
- Ensure that all correspondence is handled in an effective and timely manner
- Ensure adequate maintenance of all property and equipment owned, rented or leased and that everything is in safe, working condition
- Maintain confidentiality of all internal matters pertaining to the organization and its operations
- Oversee all technology and cyber-security

Finance

- Draft and monitor the annual operating budget and report regularly to the Board on the organizations financial situation
- Assess short and long-term financial needs and recommend appropriate courses of action
- Authorize expenditures within the total budget
- Implement Board policies and directives with regard to financial management and advise the Board on financial management and advise the Board on financial priorities and budget matters where appropriate

Personnel

- Oversee all areas of human resource management, including establishing and maintaining a professional and competent work force as is essential to the achievement of the goals and objectives of the organization
- Provide general direction to, and review of, all employees
- Establish clear lines of communication and authority at all levels of the organization
- Establish and maintain an effective employee relations strategies including ongoing evaluation and monitoring of employee performance

Community Relations

- Promote the objectives of the organization through establishing positive working relationships with employees, volunteers, Board, the public and other human service agencies
- Develop and maintain professional liaisons with other human service agencies in the community in support of issues of mutual concern
- Represent the organization at meetings, events and speaking engagements
- Act in a senior public relations role to promote the organization, its goals and objectives at functions or other events as may be requested by the Board

Program Management

- Develop ideas, programs and opportunities which will benefit the overall mission of the organization
- Assure program quality and organizational stability through development and implementation of standards and controls, systems and procedures, and regular evaluation
- Assist program staff in attracting and retaining a qualified volunteer base

Board

- Assist the Board in the development and implementation of long-term goals and objectives
- Serve as a consultant and resource person to the Board
- Implement all policies, programs and other directives of the Board
- Ensure all pertinent information is circulated to the Board in a timely manner
- Providing information for, and formally reporting to, all Board meetings

Qualifications & Requirements:

- Proven fundraising, grant writing, community relations, management, and financial skills and experience
- Superior verbal and written communications skills
- Strong administrative skills, strategic planning and organizational ability
- Excellent interpersonal skills essential to dealing effectively with a diverse group of individuals as well as maintaining staff morale and direction
- Must pass EEC background check
- Strong proficiency of Microsoft Word, Excel, Gmail and donor database, website experience
- Must have reliable transportation to attend meetings and speaking engagements

Benefits:

- Generous paid vacation, holiday and sick time
- Professional development opportunities

Interested and qualified applicants should submit their cover letter, resume and application (http://grayhouse.org/wp-content/uploads/2014/09/Gray-House-Staff-Application-2019_FINAL.pdf) to employment@grayhouse.org. **Applications will be accepted through 3/16/20.**

The Gray House is an Equal Opportunity Employer. We encourage applicants who are diverse by race, color, gender, religion, gender expression, national origin, age, disability, pregnancy, sexual orientation, familial responsibilities, marital status, veteran status, personal appearance, political affiliation, matriculation, or any characteristic that is protected under MA or federal law.

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.