



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

Applications accepted through 2/14/25

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 to break the cycle of generational 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, secures funding and manages the finances, staff and facility. The Director ensures that programs achieve outcomes, meet licensing and funding standards, and are mission aligned.

Responsibilities:

Fund Development

- Identify and pursue all appropriate revenue sources and lead fundraising activities
- Identify, solicit and cultivate new and existing donors
- Manage donor database
- Ensure fundraising events and appeals are on-time and meet budgeted goals
- Review grant proposals and reports, cultivate relationships with funders, ensure compliance with grant and spending requirements

Administration

- Establish and uphold policies and procedures in keeping with the overall objectives of the Organization
- Ensure adequate record-keeping in all areas of operations
- Handles all correspondence in an effective and timely manner
- Maintains all property and equipment owned, rented or leased and that everything is in safe, working condition
- Be available and ready to address any emergency situations
- Maintain confidentiality of all internal matters pertaining to the Organization and its operations
- Oversee all technology and cyber-security

Finance

- Draft, manage, and monitor the annual operating budget and report regularly to the Board on the Organization's 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 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 effective employee relations strategies, including ongoing evaluation and monitoring of employee performance

Community Relations

- Promote the objectives of the Organization by establishing positive working relationships with employees, volunteers, Board members, 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 and promote the Organization at meetings, events and speaking engagements

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

- Work alongside the Board in the development and implementation of long-term goals and objectives
- Implement all policies, programs and other directives of the Board
- Ensure all pertinent information is circulated to the Board in a timely manner
- Attend 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
- Strong management and leadership skills
- 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, job offer is contingent upon this
- Strong proficiency of Microsoft Word, Excel, Gmail and donor database, website experience
- Must have reliable transportation

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 2/14/25.**

As part of our commitment to our values of integrity, respect and excellence, The Gray House is an equal opportunity employer. All employees share in the responsibility for ensuring that these values are upheld. With this as a foundation, it is the Organization's policy to maintain a work environment free from discrimination based on race, color, sex, age, sexual orientation, gender identity or expression, religion/creed, national origin or ancestry, physical or mental disability,

veteran status, marital status, citizenship status, results of genetic testing, pregnancy or conditions related to pregnancy, or any other factor protected by law. This policy applies to all aspects of employment and all employment decisions, including but not limited to recruitment, hiring, job assignment, training, compensation, performance reviews, promotions, discipline, termination, and access to benefits.

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.