



Executive Director Job Opening Announcement

Community of Hope is seeking a dynamic leader with a passion for helping families in need. Community of Hope is a faith-based 501(c)3 non-profit organization in Brevard County FL dedicated to housing families with children who are homeless or in danger of becoming homeless. Through partnerships with churches and community agencies, Community of Hope provides transitional and permanent housing to up to 29 families, bringing stability to families and strengthening their hope for the future. See our website at www.hopeofbrevard.com for more information about Community of Hope.

Job Objective:

The Executive Director is responsible for leading our organization and ensuring that our work is consistent with our mission. The Executive Director oversees all operations of Community of Hope including fiscal, programming, personnel management, marketing and fundraising. The Executive Director establishes and maintains partnerships with area churches and community agencies to further our work of providing housing to families with children.

Responsibilities:

- Oversee day-to-day operations of staff and volunteers including intake process; property management; and family services. Conduct intake interviews with prospective families; meet with clients as needed to monitor progress in maintaining housing; advocate with churches and other agencies.
- Create and implement a non-profit business plan that provides for the future growth of our organization; work to secure grant funding opportunities; coordinate other fundraising efforts.
- Provide reports for the Board of Directors and as required for funding sources.
- Work with the board president to plan board meetings; work with board committees.
- Establish and maintain relationships with partner churches and other agencies; oversee volunteer coordination.
- Maintain records on housing units and client programs.
- Hire and supervise staff.
- Be on call for emergencies during off-hours as needed. Attend some after-hours meetings. Be able to use personal automobile for transportation to meetings, housing units, etc., with mileage compensated. Little travel outside of county required.
- Represent Community of Hope to the public and the media.

Accountability:

The Executive Director reports to the Board of Directors of Community of Hope.

Minimum Requirements:

- Bachelor's degree in Social Work, Human Resources, or related field or 5 years equivalent work experience. Master's degree preferred
- Two years of experience helping populations in crisis
- Basic computer skills, including proficiency with MS Office Suite (Word, Excel, and PowerPoint)
- Strong communication skills including public speaking, oral, written, and email/electronic

Preferred Skills:

- Strong leadership skills and demonstrated ability to work with diverse socio-economic populations
- Successful history coordinating a volunteer workforce
- Proven history securing funds through grant writing and application
- Professional budget experience, including contract management and fundraising

Compensation:

The Executive Director is a full-time salaried position. Compensation commensurate with qualifications and experience. There are no health benefits offered at this time.

Please send resumes to P.O. Box 1253, Melbourne FL 32902 or email to jobs@hopeofbrevard.com