



## JOB DESCRIPTION

**Position:** Executive Director  
**Location:** Corporate Office  
**Classification:** Full Time Exempt  
**Posted:** June 18, 2020

**About SARAH:** The South Alamo Regional Alliance for the Homeless (SARAH) is the homeless Continuum of Care (CoC) encompassing San Antonio and Bexar County. The purpose of SARAH is to create integrated, community-wide strategies to prevent and end homelessness; provide coordination among the numerous regional organizations and initiatives that serve the homeless population; and create a single, comprehensive grant application to HUD for CoC funding.

**About the Position:** The Executive Director (ED) is the management leader of SARAH and is responsible for overseeing the administration, programs, and strategic plan of the organization. Other key duties include fundraising, marketing, and community outreach. The position reports directly to the Board of Directors. The Board of Directors seeks an experienced member of the greater San Antonio community with skills in establishing multiple external community partnerships.

### General Responsibilities:

**1) Board Governance:** Works with Board of Directors to fulfill the organizational mission.

- Responsible for leading SARAH in a manner that supports and guides the organization's mission as defined by the Board of Directors.
- Responsible for communicating effectively with the Board of Directors and providing, in a timely and accurate manner, all information and reporting necessary for the Board of Directors to function properly and make informed decisions.
- Responsible for incorporating the vision and decisions of the Board of Directors into policy work, fundraising, and efforts to increase the visibility of the organization.
- Responsible for overseeing Board of Director meetings.

**2) Financial Performance and Viability:** Plans and operates annual budget and develops resources sufficient to ensure the financial health of the organization and its numerous regional organizational stakeholders.

- Responsible for fundraising, creating the region's comprehensive grant application to HUD for CoC funding, and identifying and pursuing additional financial grants to support SARAH's mission.
- Responsible for the fiscal integrity of SARAH, to include submission to the Board of Directors of the proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensuring maximum resource utilization and maintenance of the organization in a positive financial position.

**3) Organizational Mission and Strategy:** Works with Board of Directors and staff to ensure that the mission is fulfilled through programs, strategic planning, and community outreach.

- Responsible for implementation of SARAH's programs that carry out the organization's mission.
- Responsible for strategic planning and implementation to ensure that SARAH successfully fulfills its mission into the future.
- Responsible for the enhancement of SARAH's image as the primary spokesperson to constituents, the media, and the public by being active and visible in the community and by working closely with other professional, civic, governmental, and private organizations.
- Responsible for establishing and maintaining relationships with various organizations and governmental agencies and utilizing those relationships to strategically enhance SARAH's mission.
- Responsible for overseeing marketing and communication efforts.

**4) Organizational Operations:** Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.

- Responsible for the hiring and retention of competent, qualified staff.
- Responsible for supervising and collaborating with organizational staff.
- Responsible for the effective administration of SARAH's operations.
- Responsible for establishing employment and administrative policies and procedures for operational and day-to-day functions.
- Responsible for reviewing and approving contracts for services and signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.

**Qualifications:**

- Bachelor's degree from an accredited college or university with a minimum of 10 years' experience. Advanced degree preferred.
- Preferable coursework in public administration, organizational development, business administration, leadership studies, social work, or related field.
- Minimum of 5 to 10 years' progressive experience in leadership roles in shelter/housing, supportive services, non-profit management, healthcare, employment, systems change, or community development activities.
- Experience in permanent housing and services models for vulnerable populations, including chronically homeless, veterans, ex-offenders, high-need behavioral health, and frequent users of public services.
- Substantial knowledge of HUD regulations, programs, and issues related to housing and homelessness.
- Familiarity with relevant state and local policy as well as financing mechanisms for operating and support.
- Demonstrated project management experience and experience managing project budgets.
- Proficient knowledge of purchasing and procurement policies and procedures, bidding and aware procedures, and accounting concepts.

**Abilities:**

- Ability to adapt strategy and tactics rapidly in response to changing information or program needs.
- Ability to work independently with minimal supervision, exercise solid judgment on a range of issues, and be able to represent SARAH in public forums with a high degree of professionalism.

- Eagerness and ability to manage a diverse set of tasks. Ability to realistically assess capacity and provide technical assistance on a group or individual.
- Ability to work a flexible schedule and occasionally travel overnight.

**To Apply:** Please email [PennyBurgess@sarahomeless.org](mailto:PennyBurgess@sarahomeless.org) with the subject line “SARAH Executive Director Position”. Applicants must attach resume and cover letter for consideration.