

# Justice Housing Yakima

## Job Description

POSITION TITLE: Executive Director

STATUS: Fulltime Exempt, Salaried

REPORTS TO: Board of Directors

### MISSION:

Justice Housing Yakima (JHY) is a nonprofit organization established to address the issues of homelessness through the development of affordable, permanent housing.

- Every person needs a home.
- Every person deserves dignity and respect.
- Every person deserves a safe and healthy community.

### ESSENTIAL FUNCTIONS AND DUTIES:

The Executive Director reports to the Board of Directors. His/Her primary role is enthusiastic leadership with defined vision and structured development, while inspiring program relevance and excellence in an ethical manner. The Executive Director will also serve as the visual presence of Justice Housing Yakima in the community.

#### Promote Mission

- Have a deep passion and commitment for the mission and purpose of Justice Housing Yakima.
- Keep the mission before the Board and promote the mission in a clear and concise way to the community at large.

#### Fundraising

- Develop systematic methodology for timely grant/foundation acquisition, capital campaigns, and routine fundraising, which ensures organizational sustainability and growth, accountable to the annual budget agreed upon by the Board of Directors.
- Establish relationships with organizations and residents within the County who might be potential supporters of our mission.
- Identifies and prepares a variety of fundraising events to be held on a regular basis.

#### Board Development

- Assist with board development which includes principles of diversity, equity, and inclusion.
- Maintain and provide board member packet to new members.

- Provide regular education and materials to board members to keep them informed of affordable housing and homeless policies, issues, trends and other pertinent topics that may impact the programs and services of the organization.
- Provide regular, ongoing board governance training and curriculum on various topics designed to strengthen the knowledge and skills of board members in their legal responsibilities.

### Organizational Development

- Work with Board committees, directors, or assigned representative to develop reports, agendas, or records as requested.
- Implement directives established by the Board.
- Report to and work closely with the Board to seek their involvement in policy decisions, fundraising, communications and to increase the overall visibility of the organization.
- Develop and facilitate an active strategic planning process including annual organizational planning retreat.
- Make organizational recommendations to the Board that are necessary for carrying out the mission of JHY (example: additional staff; equipment, etc.)
- Direct staff, management, sub-contractors, training, and education to ensure consistent and effective operations that comply with affordable housing standards and regulations.
- Attend and participate in regular educational opportunities that will broaden and enhance skills and knowledge in leading JHY.

### Financial Management

- Prepare and provide financials to the Board for scheduled meetings to include profit and loss, budget to actual and cash flow.
- Responsible for fiscal oversight of operating and capital budgets, accounts receivable, accounts payable, savings, and investments to ensure maximum resource utilization and maintaining a positive financial position.
- Prepares and submits all required federal, state, and local grant reports and makes sure they are filed in a timely manner.
- Ensure effective fiscal documentation that provides a financial audit trail.
- Practice fiscal transparency in the recommendation and approval of organizational expenditures.
- Regularly review and implement fiscal policies and procedures as needed while ensuring proper fiscal record keeping and reporting.
- Ensure that monthly payroll is made on time and that all employee taxes are paid.

### Operations Management

- Responsible for the day to day administration and operations of the business and affairs pursuant to established Board policies and procedures.
- Ensure accountability to federal, state, and local laws and regulations, as well as contractual agreements.

- Ensure that legal and organizational obligations are fulfilled, including maintaining 501c3 filing, annual tax reporting and filing requirements, business licensing, insurance coverage, etc.
- Develop and implement program operations policies and procedures with efficacy that are in alignment with the mission and vision of JHY.
- Sign contracts and other required legal documents as directed by the Board or required by contract.
- Oversee work of all staff and contractors to ensure effective performance and that program objectives are met.

### Human Resources

- Develop and maintain employee handbook to inform staff of their rights and responsibilities as employees of JHY and ensure that as an equal opportunity employer, JHY is meeting all fair hiring practices that are inclusive to all people regardless of their ethnicity, race, or sexual preference.
- Human resource activities will be conducted using current industry standards, whether staffed or outsourced.
- Conduct annual staff and contractor performance reviews and document and address any performance issues.

### Community Engagement

- Represent JHY in the community by attending and participating in coalitions or committees that promote programs supporting people experiencing homelessness (Examples: Homeless Network of Yakima County; Yakima County Homeless Coalition).
- Oversees marketing and communications to ensure information regarding JHY and its services are regularly shared via all traditional and social media channels.
- Act as the spokesperson for JHY ensuring timely and appropriate communication with all media (TV, newspaper, radio, etc.).

## JOB SPECIFICATIONS

### Knowledge

- Administration and Management – Knowledge of business and management principles involved in strategic planning, resource allocation, leadership technique, production methods, and coordination of people and resources.
- Governmental Agencies, Non-Governmental Agencies and Geography - Knowledge of government infrastructure, appropriate Washington State social service agencies, and non-government organizations focused on homeless and affordable housing.
- Education and Training - Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

- Clerical - Knowledge of administrative and clerical procedures and systems such as word processing, database, excel documents.

## Skills

- Judgment and Decision Making - Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Monitoring - Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Critical Thinking - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Time Management - Managing one's own time and the time of others.
- Speaking - Talking to others to convey information effectively.
- Social Perceptiveness - Being aware of others' reactions and understanding why they react as they do.
- Active Listening - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

## Abilities

- Problem Sensitivity - The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- Deductive Reasoning - The ability to apply general rules to specific problems to produce answers that make sense.
- Inductive Reasoning - The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- Oral Comprehension - The ability to listen to and understand information and ideas presented through spoken words and sentences.
- Written Expression - The ability to communicate information and ideas in writing so others will understand.
- Speech Clarity – The ability to speak clearly so others can understand you.

## Work Activities

- Developing Objectives and Strategies - Establishing long-range objectives and specifying the strategies and actions to achieve them.
- Making Decisions and Solving Problems - Analyzing information and evaluating results to choose the best solution and solve problems.
- Establishing and Maintaining Interpersonal Relationships - Developing constructive and cooperative working relationships with others and maintaining them over time.
- Communicating with Board Members, Peers, or Subordinates - Providing information to board members, peers, and subordinates by telephone, in written form, e-mail, or in person.

- Communicating with Persons Outside Organization - Communicating with people outside the organization, representing the organization to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail.
- Organizing, Planning, and Prioritizing Work- Developing specific goals and plans to prioritize, organize, and accomplish your work.
- Coordinating the Work and Activities of Others - Getting members of a group to work together to accomplish tasks.
- Documenting/Recording Information - Entering, recording, storing, or maintaining information in written or electronic/magnetic form.
- Judging the Qualities of Things, Services, or People - Assessing the value, importance, or quality of things or people.

### Educational/Work Experience Requirements

- B.A. in Social Work, Business Administration, Public Administration, or related field and three (3) or more years of practical administrative experience is preferred. Professional experience may be substituted for educational requirements at employer's discretion.

### Other Requirements

- Employment is contingent upon a Washington State Patrol Background Check and/or National Background Check, Reference Checks, and other required documents.

### Working Conditions/Physical Requirements

- Duties are performed primarily in an office environment and relies heavily on computer and telephone usage.
- Travel is required for this position and work will be performed during and after business hours.
- Physical activities may include keyboarding, repetitive motions of hands/wrists, grasping, hearing, handling, standing, walking, talking reaching kneeling, sitting, bending, and lifting up to 20 pounds.

Salary range is \$69,264 - \$76,190 DOE. Includes 2 weeks paid vacation, and 2 weeks sick/personal time. No other benefits at this time.

Interested parties should email resume and cover letter to [info@justicehousing.org](mailto:info@justicehousing.org) no later than 5:00 p.m. August 4, 2023.