

## **Lowcountry Homeless Coalition Executive Director**

The Lowcountry Homeless Coalition is a 501 (c) (3) corporation whose mission is to plan, develop and implement comprehensive and coordinated strategies to address homelessness. The Coalition serves as the continuum of care for Beaufort, Berkeley, Charleston, Colleton, Dorchester, Hampton and Jasper counties of South Carolina.

The Executive Director for the Lowcountry Homeless Coalition is an employee of One80 Place assigned to perform the duties and functions outlined in this job description.

**Status:** Full-time/Exempt

### **Specific Requirements**

1. Must have a commitment to the mission of effectively preventing and ending homelessness.
2. Bachelor's degree in public administration, human services, social services, non-profit management or related field.
3. Minimum of three years of related experience.
4. Demonstrated leadership and financial management abilities.
5. Demonstrated commitment to results as a systems thinker who is action oriented and innovative.
6. Excellent organizational and planning skills.
7. Strong presentation and training skills.
8. Demonstrated success working with diverse groups of individuals and organizations.
9. Experience in managing, monitoring and evaluating outcome-based programs.
10. Strong database management and analytical skills.

### **General Duties**

1. Work in collaboration with the Coalition Board of Directors to prevent and end homelessness and to ensure the organization has a long-range strategy for achieving its mission. This is done through timely and adequate information to assist them in making informed decisions.
2. Engage the community and act as a spokesperson on all issues related to homelessness. Act as an area liaison and provide leadership on behalf of our Continuum of Care with local, state, and federal government officials, including US Department of Housing and Urban Development.
3. Establish annual goals against which organizational progress is measured.
4. Maintain strong working relationships with agencies working to provide services to assure that homelessness is rare, brief, and nonrecurring.
5. Communicate and collaborate with the community partners, businesses, public officials, social service agencies, and others interested in addressing homelessness. This includes those in the criminal justice system and health care providers, regarding appropriate discharge planning to avoid discharges into homelessness.
6. Oversee the annual Continuum of Care program application to HUD.
7. Design and conduct regular meetings of the continuum of care in compliance with the HEARTH Act of 2009.
8. Maintain high standards through adherence to our Code of Ethics and policies that reflect fairness, transparency and accountability.

9. Provide staff support to the Board of Directors and various committees and task forces essential to the work of the Coalition.
10. Manage implementation, operation, and ongoing evaluation of the Coordinated Entry System for accessing and providing homeless services.
11. Responsible for staff management and evaluation. Provide clear direction for meeting LHC's objectives.

### **Research and Evaluation**

1. Utilize data collection and analysis to identify gaps in services and potential new and innovative strategies to address unmet needs.
2. Conduct and oversee HUD required counts of sheltered and unsheltered individuals and families. Conduct and oversee all other required reporting as well.
3. Coordinate the Coalition's Needs Assessment.
4. Serve as the primary contact for other agencies seeking data and/or information on the Coalition and the general status of homelessness within the Coalition's service area.
5. Supervise the implementation and evaluation of HIMS to meet HUD data quality standards and expand the efficiency of the Continuum of Care's coordinated entry.

### **Budget and Financial Management**

1. Present an annual budget to the Coalition's Board of Directors for consideration and adoption.
2. Provide regular updates to the Board of Directors on the financial status of the organization.
3. Research and identify potential sources of new revenue.

### **Physical, Environmental and Sensory Demands:**

1. Sound mental reasoning.
2. Excellent organizational and time management abilities.
3. Superior communication skills, verbal and written.
4. Ability to relate effectively to diverse individuals.
5. Corrective vision and hearing to normal range.
6. Ability to move between service locations.
7. Possible exposure to communicable diseases, emotionally stressful working conditions, and irregular hours.

### **Reporting Structure:**

The Executive Director will report to both the One80 Place CEO and the Coalition's Board of Directors. For matters related to employment, any adopted management agreement between One80 Place and the Coalition, HMIS, hiring of additional employees and daily operations, the Executive Director reports to One80 Place's CEO. For matters related to the strategic direction and annual goals of the Coalition, research and evaluation of projects and programs and the regular work of the Coalition Board of Directors, the Executive Director reports to the Coalition Board of Directors.

### **Direct Reports:**

HMIS Coordinator, Coordinated Entry System Manager and Coordinated Entry Call Center Coordinator or Diversion Specialist