



700 E. Muhammad Ali Blvd.
Louisville, KY 40202
www.stjohncenter.org

Title:	Executive Director
Reports to:	Board of Directors
Type:	Full-time / Exempt

Description:

The Executive Director gives direction and leadership toward the achievement of the agency’s philosophy, mission, strategy and program. To do this, she or he develops the organization’s strategic vision in partnership with the Board, staff and key stakeholders; executes strategic initiatives with the guidance of the Board; assists the Board in fulfilling its governance and fiduciary functions; provides administrative management of the agency and assures the agency is in compliance with local, state and federal regulations as well as accreditation standards; is the primary fundraiser and public representative of the agency with the media, political and civic leaders, and other key stakeholders.

Responsibilities:

- In partnership with the Board of Directors, staff leaders and other stakeholders, help develop the strategic direction of St. John Center.
- Assist the Board of Directors in fulfilling its governance function and facilitate the optimum interaction between management and the Board of Directors. Support the Board and its committees in leadership development, new Board member recruitment and orientation, ongoing Board member education, and overall Board generativity.
- Manage or oversee the management of complex, critical strategic projects and priorities, including timely communication with the Board, staff, contractors, government officials, volunteers, guests and other key stakeholders.
- Oversee the development and management of key performance indicators in program, development, business functions, human resources, and board development; evaluate success and implement performance improvement plans.
- Nurture the “culture of caring” that distinguishes St. John Center in its service to every guest.
- Advocate for homeless services via public speaking, working with related agencies, and serving as a resource for community leaders and government officials; present the public image and message of St. John Center through community engagement; critique public policy as it relates to issues that affect low-income and homeless individuals.
- Provide direct supervision of senior management staff.
- Assist the Director of Mission Advancement in the planning, implementation, and coordination of fundraising; actively cultivate potential donors and participate in the stewardship of donor relationships. Support a coordinated and consistent public message related to causes of and solutions to homelessness, and St. John Center’s critical role as a service provider.

St. John Center helps homeless men address barriers to self-sufficiency and housing so that they may leave homelessness for good. By providing daytime shelter, social services, supportive housing, and serving as a hub with partner agencies, St. John Center is where homeless men **seek help, find hope, and move home.**

Homelessness ends here.



- Effectively manage financial and physical resources to achieve St. John Center's objectives. Assure that the flow of funds permits the agency to make steady progress toward the achievement of its mission and that those funds are allocated properly to reflect present needs and future potential.
- Support the Director of Finance & Personnel Management in the maintenance and application of personnel policies and procedures; counsel and guide the hiring, discharging and recruiting of all staff members. Oversee the yearly evaluation of all agency employees in all programs.
- Assume responsibility for the provision of documents and adherence of policies required for accrediting and funding agencies.
- Oversee Risk Management issues related to program, finances, and human resources.
- Foster a high level of staff morale, enthusiasm, performance and continuous improvement. Demonstrate strong leadership capabilities and develops the staff through appropriate coaching, effective feedback and management.

Minimum Qualifications:

- College degree and five years of experience in nonprofit or organizational administration.
- An understanding of the landscape of affordable housing and homeless services.
- Direct fundraising experience; strong communication and networking skills; management skills in addressing human resources and financial matters; and the ability to coordinate services with other community resources.
- Ability to lead change in a complex organization with a variety of stakeholders.
- Ability to respond effectively and calmly in quickly-evolving situations of unknown outcome and duration.
- Strong analytical skills and ability to problem-solve, preferably uncovering potential problems and mitigating against them in advance.
- Communicate effectively with both written and spoken word; demonstrates nuanced emotional intelligence.
- Demonstrated comfort level working with and for a diverse population.
- Maintain professional approach.
- Competency with Microsoft Word and Excel, Google, and a variety of virtual platforms.
- This position description is subject to change at any time.
- Must have personal automobile, valid driver's license, liability insurance, and be willing to transport co-workers and/or clients.

Preferred Qualifications:

- Master's degree in social work, public administration, business, or related field.
- Five years of experience in nonprofit or organizational executive leadership, working with boards, or enabling groups to advance a common purpose.
- Ability to communicate effectively and clearly with key stakeholders, verbally and in writing.
- Experience in key aspects of the development of affordable housing, including but not limited to: project management, fundraising and financial management, operational execution and tenant relations.

- Experience in overseeing budgets and financial planning; experience managing federal grant funding as part of a diverse set of public and private funding streams. Financial skills and literacy to review complex financial reports and ensure financial integrity, cost-effective operations and positive cash flow.
- Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret several abstract and concrete variables.

Physical Requirements:

- Will be required to ascend/descend stairs, move around in tight spaces, reach above and below desks, maintain a stationary position and occasionally move light boxes or containers
- Sitting for long periods of time, bending, light lifting, walking, climbing stairs
- Communicate verbally and in writing, and accurately and clearly express oneself. Listen and discern voluminous verbal and written communication throughout each day, and respond appropriately

To apply for the position:

The board of directors is accepting applications for this position. Interested applicants should send a letter detailing relevant skills and experience, a resume, and 3-5 references to EDsearch@stjohncenter.org.