



**Family Promise of Metro East is hiring a  
Full-Time Executive Director**

**About Metro East Affiliate:**

Family Promise Metro East, a new affiliate of the national Family Promise program, is dedicated to helping homeless and low-income families in NE and SE Portland achieve sustainable independence through a community-based response. We provide housing, meals, case management and community for children and their families experiencing homelessness in partnership with local faith communities.

This will be the first ED and will facilitate the opening of the program.

**Executive Director Job Objective:**

Oversee all aspects of the Family Promise Metro East affiliate to ensure a high-performing organization that has the necessary resources to deliver on its mission. The person in this role will build and maintain positive relationships in the community with partners, stakeholders, donors and the media and will ensure the operational effectiveness of the organization, providing inspiration, leadership and vision to staff, board members and volunteers.

*Community Relations:*

- Increase positive awareness of Family Promise of Metro East
  - Represent the Affiliate to the media, government, corporations and other nonprofit partners.
  - Build relationships and regularly communicate with supporting agencies. Participate in providers' groups and other forums and actively outreach to community.
  - Build awareness and support through online and social media presence.
  - Ensure that brochures and newsletters are professional, accurate and inspiring.
- Maintain positive relationships with faith partners
  - Lead recruitment of new faith community partners
  - Ensure volunteers are trained, effective and satisfied in their experience
  - Ensure Affiliate updates are communicated to and feedback is solicited from the congregational network.

- Handle issues and emergencies swiftly and compassionately

#### *Board Relations:*

- Work directly with the Board and committees to execute organizational goals. Recruit and engage individual members to utilize skills/expertise for the betterment of the organization.
  - Provide reports for meetings and facilitate strategic organizational discussions.
  - Work with Board President to set meeting agendas and Board committees as necessary to follow-up on identified action items.
  - Work with Board Treasurer/Financial Committee to ensure fiscal accountability and execute annual audit.

#### *Case Management*

- Create and implement programs to enhance services provided to clients.
- Supervise case manager and provide additional support to families.
- Create partnerships in the community that facilitate positive outcomes for FP case management (landlords, employers, nonprofit partnerships, etc.)
- Supervise interns as needed.

#### *Management:*

- Lead a high-performing organization: volunteer, board and staff management.
  - Hire and supervise staff and volunteers as organization resources allow in consultation with Board of Directors.
  - Conduct staff reviews and provide supervision and feedback as necessary to have a high-performing team.

#### *Financial and Fundraising:*

- In collaboration with the Fund Development Committee, ensure that expenses are satisfied, and financial objectives are obtained.
- Identify and pursue appropriate funding opportunities: grants, individual/congregation donations, corporate giving and special events.

#### *Administrative:*

- Ensure procedures are documented and adhered to for all processes.
- Be on-call for emergencies during off-hours as scheduled. Oversee on-call scheduling of staff.
- Maintain records on operations, guests' outcomes and programmatic outcomes. Provide reports for the Board of Directors and funding sources. Provide annual statistics and other information to National Family Promise.

**Accountability:**

The Executive Director reports to the Board of Directors of Family Promise Metro East.

**Salary and working hours:** The range for this position is \$60,000 - \$70,000 depending on experience. This is a full-time, salaried, exempt position. The typical week is 40 hours and the Executive Director must be available to work nights, some weekends, and be on call. Health care stipend or access to health care benefits will be provided. Bi-lingual premium will be offered to qualified candidates.

**Minimum Qualifications**

- Bachelor's Degree or relevant experience, plus 5+ years of relevant experience
- Experience in social work, nonprofit management, public administration or related field.
- Strong written and verbal communication skills, especially public speaking.
- Leadership and supervision experience.
- Demonstrated experience working collaboratively with community partners, volunteers, corporations, and boards.
- Demonstrated success in fund development and financial management.
- Knowledge of homeless service provision models and programming, local, state and federal housing authorities, social service agencies and general assistance programs.
- The ability to think creatively and entrepreneurially – we are constantly looking for ways to improve our services.
- Maturity, compassion and empathy for our guests and an ability to relate to individuals from many different racial, ethnic, religious and socio-economic backgrounds.
- Experience working with faith communities preferred.
- Bilingual in Spanish preferred.
- Proof of covid vaccination.

**Additional Requirements**

- Knowledge of basic computer software and electronic communication tools.
- Ability to pass criminal background check.

Our organization is committed to inclusivity and equity. We seek the most talented team members who bring their true selves, with diverse backgrounds, cultures, perspectives, and experiences. We are interested in receiving applications from people who consider themselves as under-represented in their talent communities. As an equal opportunity employer, we value and encourage diversity and consider applicants for all positions without regard to race, color,

religion, creed, gender, sex, national origin, age, disability, marital or veteran status, sexual orientation, gender identity or expression, or any other legally protected status. Our commitment applies with regard to all aspects of one's employment, including hiring, transfer, promotion, compensation, eligibility for benefits, and termination.

**How to apply:**

To apply for this position, send your cover letter and resume to [beckie@familypromisemetroeast.org](mailto:beckie@familypromisemetroeast.org)