

HomeAid Los Angeles
Executive Director
Job Description

About HomeAid Los Angeles:

HomeAid Los Angeles (HALA) delivers a powerful, direct solution to helping the homeless. By linking building industry resources and capabilities with the very best service providers in Los Angeles, HALA and its partners create housing and shelters for our homeless neighbors that otherwise would not be built. HALA is an efficient cost-effective way to develop shelters for the transitional homeless.

The Position:

The Executive Director (ED) is a key leader for the innovative positioning of HALA to achieve its mission of building new lives for Los Angeles' families and individuals through housing and community outreach. HALA is a chapter of HomeAid America (www.homeaid.org), a national building industry non-profit based in Newport Beach CA and with chapters in 19 markets across the country.

Reporting to the HomeAid Los Angeles Board of Directors, the ED will be responsible for HALA's overall success by providing leadership, strategic vision and operating excellence. Under direction of the Board's Executive Committee, the ED accomplishes the Board's objectives and goals in building housing and delivering community outreach services for the homeless in the Los Angeles area, and gaining recognition of the local building industry (the Building Industry Association of Los Angeles/Ventura is HALA's sponsoring partner) as a key provider of services in reducing homelessness.

Key Responsibilities:

- ED will be responsible for informing the Board on the conditions and operations of the organization.
- ED, working with the Executive Committee and the Board, will be responsible for the financial health of the organization, managing and growing its revenue streams and controlling expenses.
- ED will provide the personal leadership, communication, management skills and effective internal and external relations that provide transparency to the operations and engender public trust.
- ED will provide the connection to and engagement of a diverse member community for the accomplishment of HALA's purpose and goals.
- ED will communicate and coordinate with the staff of HomeAid America (HAA) to assure that HALA's activities and outcomes are in keeping with the organization's national Mission, model, and standards, as dictating in the Charter and License agreement between HALA and HAA.
- ED will act as a liaison and ambassador of HomeAid, maintaining and creating new relationships with industry groups, shelter operators and government officials.

Essential Job Functions:

- Work collaboratively with the Board in formulating and implementing the strategic direction and goals of HALA.
- Communicate regularly with the Board regarding the Chapter's activities.
- Support the Board in carrying out Board-determined goals and objectives.
- Maintain Board roster and notify Board members of meetings and events.
- Prepare and assemble packages for Board meetings.
- Provide Board committee chairpersons with information and support to accomplish the committee goals.
- Attend Board meetings; ensure Board meeting minutes are properly recorded.

Fund Development:

- Develop and oversee the implementation of effective fund development program, including foundation grants, corporate donor programs and fundraising events.
- Identify, recommend and implement events selected by the Board as fundraisers.
- Coordinate and supervise special events, such as groundbreakings and dedications.
- Identify, recommend and implement grant applications to selected foundations.
- Serve as HALA representative to donors and partners.
- Supervise HALA staff.

Shelter Development:

- Assist the Board in identifying, and outreach to, potential builder captains.
- Serve as primary contact with shelter directors and builder captains on new projects.
- Assist HALA Board liaisons to work with service providers through the completion of the shelter project.
- Provide coordination of activities and logistics between the builder captains and the shelter providers in the implementation of a projects and HomeAid Care projects.
- Coordinates and maintain donor database, files, and thank you letters.
- Provide and keep current system for tracking in-kind donations on projects and preparing recognition for in-kind donors.
- Maintain service provider files and marketing materials.

Public Relations:

- Assist in the development of marketing and P.R. communication materials.
- Serve as primary spokesperson and representative for HomeAid to the building industry, community groups, donors, major sponsors, the media, local government, and other chapters.
- Maintain website information.
- Create and submit press releases and articles for publication and newsletters, to create a frequent stream of positive communications with all local news media regarding the activities of HomeAid and the local building community.
- Responds to all communication requests for general and specific information.
- Utilize social media to promote HALA.

Finance:

- Oversee finances, budget and cash flow.
- Interact with treasurer, accountant and auditors.
- Assist the treasurer to insure budget preparation, review of all bills for payment.
- Maintain compliance with applicable laws governing a 501 c 3 corporation.
- Coordinate and works with accounting personnel for record keeping and processing credit card payments for events and donations.
- Order and maintain supplies, reviews and approves of invoices prior to payment.

Qualifications:

- Experience in managing a complex and diverse organization
- Demonstrate understanding of charitable organizations and operations
- Excellent communication and presentation skills
- Excellent leadership and organizational skills.
- Strong financial administrative experience
- Ability to work effectively within the building industry and demonstrate project development skills
- An understanding of the homeless and affordable housing issue, and be able to connect HALA's role in addressing these issues within the community
- Strong recruiting skills, for Board members, volunteers, and potential donors with the ability to inspire confidence and provide guidance for volunteer leaders
- Demonstrate ability to identify and capitalize upon funding entities
- Minimum 10 years non-profit experience and college degree