



EXECUTIVE DIRECTOR SOUTH PARK INN

Established in 1982, South Park Inn provides a range of programs and services to assist people experiencing homelessness as they transition back to permanency. The agency's goal is to provide a safe, temporary place to stay as individuals identify the supports and opportunities that will yield long-term housing solutions.

Serving the greater Hartford community, the agency endeavors to end homelessness; to provide safe, healthy shelter and effective prevention services with dignity and respect to the people who need them; and to promote housing as a human right for everyone. South Park Inn works closely with partners in health and human services to help people who are experiencing or at risk of homelessness, and partners with participants to link each person with a housing solution customized to her or his unique needs. Services are flexible, diverse, and creative. To learn more, visit: <https://www.southparkinn.org/>

WHERE WE ARE TODAY

We seek an experienced, high-energy and personable executive to lead South Park Inn – to shape its future direction and to spread awareness of its life-changing services. A strong foundation, both reputationally and financially, will afford you the means to creatively manage a well-established and highly regarded organization as well as to guide its evolution, so that it continues to best serve the community.

The ideal candidate will partner with the Board of Directors to develop and execute a long-term vision for South Park Inn. The next Executive Director will serve as community interface, oversee internal program management and development, as well as have overall responsibility for staff recruitment, retention, and supervision; financial management; budget preparation; fundraising; communication; marketing; collaboration; strategic and operational planning; and execution of the mission.

RESPONSIBILITIES

Leadership & Management

- Provide leadership and strategic vision to ensure the effective delivery of quality programs.
- Manage and direct all programs, activities, and services in compliance with state requirements and funders, as well as organization's policies and procedures.
- Maintain organizational culture that attracts, develops, motivates, and retains excellent staff.
- Develop and lead an effective management team with appropriate provision for succession.
- Leverage systems and processes to ensure program excellence and accountability.
- Promote active and broad participation by volunteers in all areas of the organization's work.

Communications & Advocacy

- Serve as a community spokesperson, delivering a clear and compelling message of the work.
- Raise the visibility of the organization by articulating an inspiring vision and engaging critical stakeholders, including donors, community leaders, businesses, and City officials.
- Establish sound working relationships and cooperative arrangements with community groups and organizations, particularly the Coordinated Access Network, Continua of Care, Connecticut Department of Housing, local hospitals, US Veterans Administration, US Department of Housing and Urban Development, and Connecticut Department of Mental Health and Addiction Services.
- Develop the agency's annual report and provide leadership in marketing, fundraising, strategic planning, and external communication.
- Keep abreast of trends and changes in the field through networking and outreach.

Finance & Compliance

- Work with the staff, fiscal services vendor, Board Finance Committee, and the full Board in preparing the agency budget and submitting it for approval; assure that the organization operates within budget guidelines.
- Jointly, with the President and Secretary of the Board of Directors, conduct official correspondence of the organization, and jointly, with designated officers, execute legal documents.
- Maintain official records and documents, and ensure compliance with federal, state, and local regulations.

Board Partnership

- Report to Board of Directors on progress of programs and financial status.
- Work collaboratively with the Board of Directors to set and achieve South Park Inn's strategic direction.
- Engage the Board of Directors in fundraising efforts.
- Support committees and attend meetings as needed.

THE IDEAL CANDIDATE

Our ideal candidate will embody the values of South Park Inn and bring leadership and strategic insights to the work through the following skills and characteristics:

- A minimum of a bachelor's degree in a related field with a master's degree preferred: social sciences, human services, allied health, nonprofit business administration, or another relevant field
- Demonstrated leadership and management experience
- Demonstrated background in facilitative leadership, harm reduction, theories of transformational change, and trauma-informed care
- Compelling communicator, speaker, and writer
- Strong strategic mindset; open to learning and adapting
- Experience with management of organization budget and finances
- Keen understanding of the ability to listen, meet people where they are, and engage in meaningful dialogue with stakeholders
- A passion for working with those experiencing or at risk of homelessness
- An understanding of how the City of Hartford or communities of similar size and demographic operate
- Experience in the non-profit arena on a paid or volunteer basis
- Well-organized, able to multitask and work with team members, recognizing that no task is too big or too small
- Grace under pressure
- Committed to diversity, equity, and inclusion

COMPENSATION AND BENEFITS

The position is a full-time salaried position with comprehensive benefits. The salary range is \$120,000-\$135,000 dependent on relevant qualifications and experience.

EQUAL OPPORTUNITY EMPLOYER

South Park Inn is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, age, sexual orientation, gender identity, national origin, veteran or disability status.

TO APPLY

We are only considering resume and cover letter submissions via email. All cover letters and resumes should be sent to SouthParkInnEDSearch@gmail.com. Resumes will be accepted until the position is filled.

January 2024