

## Position Announcement

St. John Center, a homeless services organization in Louisville, KY seeks an Executive Director to lead the organization during a period of historic growth. The ideal candidate will have at least five years experience in non-profit leadership with a proven skill set that includes: working with boards, enabling groups to advance a common purpose, overseeing budgets and financial planning, managing federal grant funding, an understanding of the landscape of affordable housing and homeless services, experience in the development of affordable housing, direct fundraising experience, and strong communication and networking skills.

St. John Center is a 35-year old non-profit organization that provides three programs: a Street Outreach program, a Day Shelter and Social Services program, and a Permanent Supportive Housing program. St. John Center is a low-barrier shelter and in all programs practices both trauma-informed care and a Housing First approach. The Executive Director oversees a \$2.5 million budget, leads a staff of 34 full and part-time employees, is responsible for strong community relationships, and serves as the main spokesperson for the organization.

The Board of Directors is accepting applications for this position. To learn more click the link below. Interested applicants should send a letter detailing relevant skills and experience, a resume, and 3 – 5 references to [EDSearch@stjohncenter.org](mailto:EDSearch@stjohncenter.org).



700 E. Muhammad Ali Blvd.  
 Louisville, KY 40202  
[www.stjohncenter.org](http://www.stjohncenter.org)

<b>Title:</b>	<b>Executive Director</b>
<b>Reports to:</b>	Board of Directors
<b>Type:</b>	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 enables the Board to fulfill 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:**

- Set the strategic direction of St. John Center in conjunction with the Board of Directors and staff leadership. Assist the Board of Directors in fulfilling its governance function and facilitates the optimum interaction between management and the Board of Directors. Support board generativity through leadership development, new member recruitment and orientation, and ongoing board member education.
- 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 from other agencies.
- Advocate for homeless services via public speaking, working with related agencies, and being 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.
- 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.

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.**



- Support the Director of Finance & Personnel Management in the maintenance and application of personnel policies and procedures; approve 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.

**Physical Requirements:**

- Will be required to ascend/descend stairs, move around in tight spaces, reach above and below desks, maintain a stationary position, communicate, discern, express oneself, and occasionally move light boxes or containers
- Sitting for long periods of time, bending, light lifting, walking, climbing stairs

**Minimum Qualifications:**

- College degree and five years of experience in nonprofit leadership. An understanding of the landscape of affordable housing and homeless services, experience in the development of affordable housing preferred; 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.
- Strong analytical skills and ability to problem-solve.
- 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 administration, working with boards, or enabling groups to advance a common purpose.
- Ability to communicate effectively with key stakeholders.
- 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.