



## JOB DESCRIPTION

<b>Title</b>	Executive Director	<b>Reports to</b>	Board of Directors
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**I. JOB SUMMARY:**

The Executive Director is to provide executive services to the Coalition. These services shall increase the Coalition’s overall capacity to fulfill its mission to increase access to supportive housing for all Floridians with special needs or experiencing homelessness and to achieve other goals identified by the board. The Executive Director will work independently and report to the board president or other board member as designated by the board president. The Executive Director is supported by an administrator, bookkeeper, conference coordinator, lobbyist, technical assistance providers and other part-time contractors. The Executive Director will provide services and staffing necessary to increase the overall capacity and impact of the Coalition and for the performance of work, as set forth below:

**II. ESSENTIAL DUTIES AND PRIMARY RESPONSIBILITES:**

1. Maintain membership and membership renewal of current Coalition members.  
 Increase Coalition engagement with members to increase overall Coalition capacity and sustainability.  
 Engage members through various communications such as newsletters, alerts regarding articles of interests or activities affecting affordable and supportive housing.
2. Increase revenue through expanding membership, securing grant or fee-for-service contracts, or other methods approved by the board.
3. Build active partnerships with organizations and stakeholders that have an interest in supportive housing including state agencies funding and/or serving individuals and families needing supportive housing.
4. Produce and disseminate informational/educational materials that present the Coalition’s achievements and solidifies its value.  
 Market the efficacy and importance of supportive housing.
5. Provide support to the board and its committees, to include but not necessarily limited to, organize, support, and participate in board/committee meetings and conference calls and other administrative functions defined by board/president.  
 Assist with development of annual agency operating budget for board approval.  
 Coordinate and administer Coalition responsibilities related to Annual Supportive Housing Summit.  
 Provide support to ensure an effective annual meeting of the Coalition’s membership.



6. Organize and oversee FSHC's advocacy including developing papers, amendments, etc. for Coalition priorities.  
Participate in Coalition Legislative Committee calls.  
Provide timely legislative updates to members and others (as suggested by members) related to housing and related legislation and committee meetings.  
Issue timely Calls to Action as appropriate.  
Set up meetings with legislators, legislative staff and state agencies executive staff as directed by the board/advocacy team.  
Attend meetings at the request of the board/advocacy team.
7. Provide the president monthly updates regarding FSHC activities as part of the monthly request for payment and written updates to the board at each board meeting or upon request of the board or any of its members.
8. Select and hire qualified program contractors as necessary and upon approval of the board.  
Provide leadership for and oversee the performance, evaluation, and supervision of assigned personnel/contractors.

### III. QUALIFICATIONS:

#### **Education/Experience:**

1. A Master's degree in Public Administration, Business Administration, Political Science, Social Work or related field preferred. with at least five years' experience in a senior leadership/supervisory role.
2. Experience in legislative advocacy, Board Management, Membership drives, Foundation/Corporate Solicitations, and Communications.
3. Deep understanding of financial strategies and finance-related performance metrics. Excellent computer skills, and an understanding of social media, and website site structure.
4. Proficient in Microsoft Office, excellent oral, written, and interpersonal communication skills.
5. Able to work flexible hours and possess a valid Florida Driver's License.