

EXECUTIVE DIRECTOR

FULL TIME, SALARIED



ABOUT US

The Metanoia Project is a 501c(3) nonprofit seasonal shelter founded in 2007 in Cleveland, Ohio. Our mission is to change hearts, fill gaps, and save lives. We do this through authentic relationship building and resource linkage with people experiencing unsheltered homelessness.

ORGANIZATIONAL CULTURE

Metanoia Project staff are mission-focused and grounded in the organization's mission. They are passionate and dedicated to helping people experiencing homelessness. This is challenging, complex work, which can be difficult and stressful at times. Staff and Board of Directors pride themselves on Metanoia's unique and effective program model, the smaller seasonal shelter approach offered to guests and person-centered approaches. Collaboration is key to the success of the organization, both internally and with community partners.

Metanoia Project has faced and continues to adapt to significant challenges as a result of the Covid-19 pandemic. Metanoia Project staff and board members have confronted each challenge with adaptability, creativity, and continued commitment to the person-centered approach and to advancing the mission.

POSITION OVERVIEW

Metanoia Project is seeking an experienced Executive Director who is well respected as a leader and has a passion for ensuring our unhoused neighbors experiencing homelessness have access to quality emergency shelter services. The Executive Director is responsible for developing the strategic direction in partnership with the Board of Directors and has overall strategic and operational responsibility for Metanoia's seasonal shelter staff, programs, expansion, and achieving its organizational mission and financial objectives. The ideal candidate will be comfortable engaging in both strategic activities as well as taking a hands-on role regarding program execution and administrative issues. The Executive Director reports directly to the Board of Directors and is responsible for Metanoia's consistent achievement of its mission and financial objectives.

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The Executive Director will be responsible for and must have strong skills and knowledge in the following:

LEADERSHIP / VISION

Through the Strategic Planning process, see the big picture and develop strategies and goals for growth.

- Engage the Board, staff, volunteers, and other stakeholders in refining, developing, and implementing the organization's vision and mission through the strategic planning process.
- Manage programs to ensure alignment with the organization's vision, mission, and strategy.
- Lead an effective management team, with appropriate provisions for succession.
- Maintain a climate that attracts, keeps, and motivates a diverse, top-quality staff.
- Provide leadership in developing programs, and organizational and financial plans with the Board of Directors and staff, and carry out plans and policies authorized by the Board.

HUMAN RESOURCE LEADERSHIP

- Oversee Human Resource responsibilities ensuring that employees and guests are treated fairly and equitably.
- Attract qualified staff, develop, and retain top staff.
- Provide appropriate supervision, maintain an open dialogue, and motivate the team to successfully implement organizational programs and achievement of annual and strategic goals.
- Maintain sound human resource policies and practices to support optimal staffing and volunteer performance.
- Ensure job descriptions are updated, performance evaluations are held, and sound human resources practices are in place.

BOARD RELATIONS

- Maintain an effective working relationship with the Board, focus meetings on topics of highest priority, provide Board with appropriate information to support informed decision making, and support Board Development and recruitment efforts.
- Work closely with the Board of Directors to seek their involvement in fundraising activities.
- Develop, organize and facilitate periodic updates to the strategic plan. Lead implementation of the approved strategic plan once formally developed.
- Provide training and orientation for the Board, as requested.
- Oversee preparation and organization of Board and committee meetings.

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- In coordination with the Board Treasurer, finance committee, and accountant review and report all financial activities to the Board on a regular basis.
- Alert Board of upcoming meetings. Distribute agenda, Executive Directors report, Board minutes, and supporting handouts and zoom links.

DEVELOPMENT

Provide overall leadership and supervision of fundraising strategies, help identify funding sources, promote Board and volunteer participation, and keep current on information and trends that may affect funding.

- Work closely with Fund Development Director on fund development and marketing efforts.
- Actively engage in fundraising and developing other revenues.
- Oversee marketing and other communications efforts.
- Research, cultivate, and meet regularly with donors and donor prospects.
- Support Development staff in managing the donor database and deposits.
- Develop a positive personal relationship with key donors and sponsors to build confidence and trust and ensure an overall quality experience with philanthropy.

COMMUNICATIONS & PUBLIC RELATIONS

Serve as the primary spokesperson and ambassador to the organization's constituents, the media, and the general public.

- Actively promote Metanoia Project in the community
- Build and maintain positive relationships with key partners in the community.
- Be an effective spokesperson for Metanoia Project and those experiencing homelessness
- Cultivate positive relationships with donors, strategic stakeholders, sponsors, and volunteers.

FINANCIAL MANAGEMENT

Ensure that resources are managed wisely, oversee the development of the annual operating budget, manage budgeting and accounting systems in support of the strategic plan, and regularly communicate financials to the Board.

- Work to ensure that adequate funds are available to permit the organization to carry out Metanoia's Strategic Plan.
- Work with the staff and the Board in preparing an annual budget.
- Ensure that staff operates within budget guidelines.
- Regularly review financial activities (income and expense) to discern trends, identify areas of improvement, address problems, and develop forecasts.

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- Ensure financial and accounting policies are consistently followed.
- Review and approve contracts for services in accordance with bylaws.
- Process payroll for staff.

ADMINISTRATION

Manage day-to-day operations effectively, oversee staff responsibly, and encourage growth opportunities.

- At all times, make sure the organization is operating in compliance with all applicable laws and regulations.
- Establish and maintain positive relationships with various organizations and utilize those relationships to reporting the requirements of awarded grants are met.
- Work with all departments to ensure that programming and reporting requirements of awarded grants are met.
- Evaluate employment and administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit, subject to Board approval.
- Effectively manage the execution of the annual budget.
- Ensure that Metanoia Project has a long-range strategy that achieves its vision and mission with consistent and timely progress.
- Maintain appropriate processes, official records, and documents, to ensure compliance with by-laws, and federal, state, and local regulations.
- Maintain a working knowledge of significant developments and trends in the field.

PERSONAL ATTRIBUTES

The successful candidate will:

- Have a passion for helping people experiencing homelessness and promoting dignity and wellbeing for all.
- Be comfortable and assertive in many different social and professional circles.
- Build effective relationships with community stakeholders, including those with differing viewpoints or priorities.
- Possess a high degree of compassion, empathy, and integrity.
- Be approachable, a good communicator, and a listener.
- Be an authentic leader who serves as a role model for moral and fair behavior, with a transparent approach to earning the esteem and confidence of employees, volunteers, Board members, donors, public officials, and guests.
- Be a leader who coaches effectively and is seen as a mentor who supports employee growth and nurtures employees towards achieving their highest levels of performance.

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QUALIFICATIONS

Successful candidates will have:

- Education: A minimum of a bachelor's degree in a relevant field or a demonstrated track record of five years of progressive experience within the nonprofit sector.
- Experience: 3 years of direct supervisory experience, program development, coordination, and evaluation experience.
- 3 years of experience in providing advocacy and an understanding of the needs of the homeless population.
- Ability to develop and maintain positive relationships with a wide variety of people, including but not limited to, the Board of Directors, staff, volunteers, interns, government officials, community partners, organizational donors, media, etc.
- Experience with all aspects of development and fundraising.
- An understanding of state, local, and federal funding sources.
- Skills and enthusiasm for public engagement and presenting.
- Excellent written and verbal communication skills.
- An ability to establish rapport with Metanoia guests.
- An ability to work independently with a strong sense of focus, and clarity, be task-oriented, have compassion and empathy, and be non-judgmental, all the while displaying a clear sense of boundaries.
- An ability to work in a variety of settings with culturally diverse people and communities, being culturally sensitive and appropriate.

**PLEASE SEND COVER LETTER AND RESUME TO:
EXECUTIVEDIRECTOR@PROJECTMETANOIA.ORG**



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