



Executive Director

Fullerton Interfaith Emergency Service
Fullerton
Orange County, California
www.fies.us

...rebuilding lives of the hungry and homeless

FULLERTON INTERFAITH MISSION

We aim through a faith-based community effort of prevention and support services, to build self-sufficiency and end hunger and homelessness for families and individuals in need.

Fullerton Interfaith Emergency Service (FIES) is seeking a professional who possesses a passion for our mission. FIES is a 36 year-old nonprofit social service agency that extends human service activities beyond the capabilities of individual community and congregational organizations. The scope of services provided by FIES includes 180 day transitional living for homeless families and homeless adults; continuous distribution of emergency food and motel lodging; and prevention services (rent and utility assistance) for the low income and homeless. The annual budget is \$1,600,000 with a staff of fourteen, 8 FT and 6 PT.

Position Summary:

The Executive Director (COO) has administrative, supervisory, and leadership responsibilities for the operation of all FIES programs, including coordinating and overseeing the operation of transitional housing, homeless prevention programs, emergency safety-net programs, and rapid re-housing program. The Executive Director is supervised by and reports to the President (CEO) of the Board of Directors.

Required Qualifications:

- Experience in fund-raising, formulation of revenue diversification strategies and actively involved in fostering relationships with key donors, funding sources, and congregations.
- Highly organized multi-tasker with strong attention to detail and good judgment in establishing priorities and problem solving.
- Experience functioning as a senior director/manager for a non-profit organization similar in size and scope of activity to FIES.
- Experience researching and authoring grants, including private, local, state and federal funding sources.
- Experience in directing fiscal and budget matters for a non-profit similar to FIES including overseeing the annual budget, facilities, contracts, banking relationships and understanding of general business components.
- Hands-on experience managing and supervising personnel in a non-profit environment, including role definition, performance reviews, program reporting, reviewing time sheets and conducting staff meetings.
- Experience leading and managing a staff that includes salaried and hourly employees, and volunteers, including hire and fire responsibility.
- High level of comfort and effectiveness in creating and delivering presentations to civic, governmental, non-profit and corporate audiences.
- Experience in working with a Board of Directors to chart strategic direction and programming to address issues of poverty and hunger.
- Must be proficient (user level) in MS Office Suite and have a thorough understanding of financial reporting and standard accounting methods for a non-profit organization.
- Bachelor's degree in a related field from an accredited academic institution.

Desirable Qualifications:

- Experience working with the homeless, low-income and/or under privileged segments of the community.

- Experience dealing with relief and community-based agencies
- Bi-lingual (oral and written skills) in Spanish.
- Graduate degree in a related field from an accredited academic institution.

Strategic Role:

- Represents FIES within the civic, governmental and private sector with the utmost professionalism and clarity of purpose.
- Abides by and ensures that FIES Board Policies and Procedures are followed.
- Researches and develops new grant and funding opportunities.
- Develops a plan for constant quality improvement of the services and programs FIES delivers to its clients and partners.

Starting Date: Late 2011

Salary: In the \$75,000 to \$80,000 range, DOQ. Employee-only medical insurance is negotiable.

To Apply:

Please submit a resume, a brief cover letter, and salary requirement via email to:

executivedirectorsearch@fies.us

Questions about the recruitment process may be submitted to this address. *PLEASE - NO PHONE CALLS*

Deadline for applications: November 7, 2011