

	Job Class: Executive Director
Department: Administration	
Supervisor: Board of Directors	
FLSA Status: Exempt	
Revision Date: March 1, 2024	

Ours to Serve House of Hospitality, Inc.- Village of Hope is seeking a capable, mission-minded Executive Director to lead our agency in breaking the cycle of homelessness among families in the greater Bemidji area. We shelter homeless families and connect them with resources to become independently and safely housed. The Village of Hope is a small community-based program offering these essential services to families desperately needing housing and hope. An Executive Director would need to patiently and persistently master the various roles embodied in this leadership position. They would have the Board of Director’s full support, the community’s respect, and the clients’ appreciation.

Mission Statement

We promote self-worth and independence through the provision of temporary shelter and supportive services for families experiencing homelessness.

Vision

We will strengthen our community by assisting families in breaking the cycle of homelessness.

- Family Focus:** Promoting the strength of families through identifying and achieving goals and dreams.
- Respect:** Honoring individual differences and approaching unique needs with kindness, compassion, and integrity.
- Collaboration:** Creating strong communities through participation in the planning and coordination of the continuum of services for families experiencing homelessness on a regional level.

JOB DESCRIPTION:

The Executive Director is the Executive Officer of Ours to Serve House of Hospitality dba Village of Hope, Bemidji, Minnesota. The Executive Director reports to the Board of Directors and is responsible for the organization’s consistent achievement of its mission and financial objectives.

In program development and administration, the Executive Director will:

1. Provide leadership to maintain long-range strategies which achieve the mission, and toward which it makes consistent and timely progress.

2. Provide leadership in developing program, organizational, and financial plans with the Board of Directors and staff and carry out plans and policies authorized by the board.
3. Promote active and broad participation by volunteers in all areas of the organization's work.
4. Maintain official records and documents, and ensure compliance with federal, state, and local regulations.
5. Maintain a working knowledge of significant developments and trends in the field of families experiencing homelessness.
6. Maintain and enhance all properties.

In communication, the Executive Director will:

1. Keep the Board fully informed of the condition of the organization and all-important factors influencing it.
2. Publicize the activities of the organization, its programs, and goals.
3. Establish sound working relationships and cooperative arrangements with community groups and organizations.
4. Interact regularly with guests in a respectful, courteous, and friendly manner. Represent the programs and the mission statement of the organization to agencies, organizations, and the public.
5. Ensure technology hardware is always current and useable.
6. Ensure the website is up to date.

In relations with staff, the Executive Director will:

1. Be responsible for the recruitment, employment, and release of all personnel, including paid staff, unpaid staff, and volunteers.
2. Ensure that job descriptions are developed, that regular performance evaluations are held and that sound human resource practices are in place.
3. Encourage staff and volunteer development and education.
4. Provide orientation and training for staff.
5. Maintain a climate which attracts, keeps, and motivates a diverse staff of top-quality people.

In relations with guests, the Executive Director will:

1. Provide temporary shelter and support services to families experiencing homelessness.
2. Assist guests in identifying and achieving personal and family goals.
3. Connect families to community resources such as financial, rental, employment, parenting, childcare, life skills and other pertinent education, etc.
4. Respect and honor diverse peoples and cultures.

In budget and finance, the Executive Director will:

1. Be responsible for developing and maintaining sound financial practices.
2. Work with staff and the board of directors in preparing a budget and the annual audit; see that the organization operates within budget guidelines.
3. Ensure that adequate funds are available to permit the organization to carry out its Mission by writing grants, leading fund-raising events, and other activities.
4. Jointly, with the president and secretary of the board of directors, conduct official correspondence of the organization; and jointly with the designated officers, execute legal documents.

Equal Opportunity Employer

Ours to Serve House of Hospitality, Inc.-Village of Hope believes that equal opportunity for all its employees is important for the continuing success of our organization. Employees and applicants for employment will not be discriminated against on the basis of age, race, creed, color, national origin, ancestry, sex, physically or mentally challenged, marital status, sexual orientations, military status, or status as a public assistance recipient in any employment decisions, including but not limited to recruitment, hiring, compensation, training, and apprenticeship, promotion, upgrading, demotion, downgrading, transfer, layoff, termination, and all other terms and conditions of employment except as provided by law. All employment-related decisions are based solely on relevant criteria including but not limited to training, experience, and suitability.

SALARY: Commensurate with education and experience.

CONTACT INFORMATION: Gary Russell. Interim Director, director@bemidjivillageofhope.org