



Executive Director Job Description

Reports To: Board of Directors

Status: Exempt (salaried)

Salary: \$70,000-\$90,000 depending on qualifications

Benefits: Flexible Schedule, Sick/Holiday/Vacation Pay

Organization Summary

Haywood Pathways Center (HPC) is a faith-based non-profit organization in Waynesville, NC, that functions primarily to provide emergency shelter and short-term housing for men, women, and families in Haywood County who are experiencing homelessness. Up to 96 people per night can reside at HPC all receive person-centered, goal-oriented case management support services focusing on long-term stability and self-sufficiency. In addition, HPC provides 3 meals per day plus snacks to all residents as well as a to-go meal available to anyone in the community daily. The Holy Cow Food Truck operates as a service of HPC, traveling to 10-12 rotating locations throughout a month, providing meals at no charge to anyone who would like to eat. There is a strong annual volunteer base of over 830 registered individuals and multiple partnerships with community organizations and faith communities.

Position Summary

Working in partnership with the board of directors, the Executive Director (ED) is responsible for the organization's overall leadership, assuring quality, mission-driven programs and services; effectively advocating and fundraising on behalf of the organization; and leading staff towards achieving the organization's mission and vision. In this leadership role, the individual models respect and professionalism in all dealings with others, embodying the organization's cultural values. The ED is responsible for directing the organization for the greater good and must be an example of exemplary ethical conduct for all staff.

Essential Duties and Responsibilities

Organizational Management and Oversight

- In partnership with the board of directors, develops, establishes, and works to achieve short and long-range goals, objectives, plans, and policies that align with the current strategic plan.
- Works closely and directly with the board and relevant committees to support effective governance.
- Provides leadership to staff, volunteers, and other stakeholders in working towards the vision/mission of the org.
- Plans, coordinates, and manages the operations and programs of the organization directly or through staff.
- Ensures that all direct subordinates' responsibilities, authorities, and accountability are defined and understood.
- Build an effective team of leaders by providing guidance and coaching to subordinate leadership.
- Establishes and maintains an effective system of communications throughout the organization.
- Oversees and manages Human Resources development and personnel matters.

Fiscal Management

- Develops and submits a fiscal budget to the board for approval and reports financial activity to the board monthly.
- Ability to manage budget and adjust as necessary.

- In partnership with the Board of Directors, ensures the org. meets and exceeds all regulations, transparency, accountability, and reports requirements from government entities, funders, board, and other stakeholders.

Public Relations and Resource Development

- Maintains working knowledge of significant developments and trends in the community served and recommends programs or services to address those trends.
- Develops and maintains effective relationships with donors, peer agencies, and funders.
- Develop strategies for diversified funding streams and strengthen the funding base.
- Acts as the organization's spokesperson, ambassador, and public and media advocate, actively promoting the organization and its value in the community.

Skills and Abilities

- An understanding of the unique and often intersecting causes, needs, and strengths of those experiencing housing and hunger insecurity, homelessness, and extreme poverty in Haywood County.
- Commitment to the mission, vision, and values of Haywood Pathways Center.
- Understanding of residential living facility operations focused on housing and the constant need to balance “safety and security” with “grace and mercy” while maintaining the dignity of everyone.
- Understanding that as a housing provider, Haywood Pathways Center is not equipped to serve all and the ability to discern if an individual or family needs a higher level of care than what Pathways can safely provide.
- Strong interpersonal skills to communicate effectively, and are organized, possess mature judgment and superior relationship-building and problem-solving skills.
- Successfully work in a team environment with the ability to motivate and positively engage staff on all levels.
- “Hands-on” individual with the ability to complete multiple projects with minimal supervision while maintaining effective outcomes and attention to detail.
- Ability to use donor database, tracking, and reporting systems.
- Excellent skills using MS Office, G-Suite, MailChimp, Canva, Little Green Light, and others
- Strong leadership and organizational skills.
- Superior ability to request and analyze relevant data and recommend strategic action.
- Thorough knowledge of the nonprofit sector and the aspects of managing a nonprofit organization.
- Working knowledge of financial management, budgeting, and long-range forecasting.
- Independent problem-solver.
- Dynamic approach to developing stakeholder relationships.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit, talk, or listen as well as stand and walk. The employee must occasionally lift and/or move up to 50 lbs. The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

To Apply

If you feel we may be a good fit for each other, please visit www.haywoodpathwayscenter.org to obtain an application. Please submit your completed application, resume and cover letter via email to hpcedsearch@gmail.com. Please email rather than call if you have specific questions. Employment contingent upon results of a criminal background check.