



IHN at Alpha House Executive Director Position

About Alpha House:

Alpha House was established in 1992 to provide shelter and support to homeless and at-risk families. Alpha House serves over forty families a year - up to six at a time - in the shelter, and an additional twenty to thirty families in the Home-Based Support program.

Alpha House provides intensive support services to address each family's individual needs and barriers to securing permanent housing. Alpha House was started by twelve faith based organizations that saw a need to provide shelters for homeless families, while also recognizing issues of institutional racism, classism and bias.

Alpha House has a deliberate and mindful equity, inclusion and diversity lens on our work, and our interactions with our board, staff and client families. To be successful, we strive to walk the talk of our Diversity, Equity and Inclusion Statement: Every voice will be heard because every voice matters.

This incredible client centered organization that provides support to families in crisis has many strengths including an excellent volunteer base, effective and homelike environment and passionate and committed staff. The environment is extremely caring and supportive of each other.

About the Opportunity:

Alpha House is hiring a new Executive Director. Reporting to the Board of Directors, the Executive Director (ED) has overall strategic and operational responsibility for Alpha House staff and programs, as well as a deep knowledge of the mission, programs, operations and strategic plan. The Executive Director supervises the management team including Shelter Director, Program Director, Development Director and Finance Director. Key tasks and activities include the following:

- Ensure ongoing local programmatic excellence, program evaluation and consistent quality of finance and administration, fundraising and communication.
- Develop and engage a strong Board of Directors; serve as ex-officio of all Board committees, seek and build strategic board involvement. Communicate effectively with the Board and

provide accurate and timely information necessary for the Board to function properly and make informed decisions. Participate with the Board to develop a vision and strategic plan to guide the organization.

- Hire, lead, coach, develop and retain Alpha House's management team and ultimately all agency staff.
- Develop effective community partnerships. Represent the organization at community activities to enhance the organization's community profile
- Fundraise and develop diverse resources necessary to support Alpha House's mission.
- Expand local revenue generating and fundraising activities to support existing and future agency needs.
- Ensure fiscal integrity of Alpha House, including development of an annual budget and monthly financial statements that accurately reflect the financial condition of the organization.
- Ensure fiscal management that operates within the approved budget and maintains a positive financial position for the organization. Relevant Experience This role **has many facets, and the** successful candidate will be passionate about the mission, a participatory leader, communicator and team builder. Candidates should demonstrate strong management skills, financial and fundraising skills, an ability to foster community involvement, a desire to build strong community partnerships and empathy for a wide range of perspectives and needs.

To Apply:

- Interested applicants may send an email with a current resume and cover letter to Info@AmyCellTalent.com
- Applications are requested by November 13
- No phone calls, please.