



A partnering agency of



United Way, Central Texas.

March 29, 2018

## **FAMILY PROMISE OF EAST BELL COUNTY JOB POSTING: FULL-TIME EXECUTIVE DIRECTOR**

Family Promise of East Bell County is an affiliate of the Family Promise national organization and is located in Temple, Texas. A small, non-profit, interfaith organization, Family Promise primarily serves homeless families from East Bell County and the surrounding area. Family Promise collaborates with local churches to provide dinner and overnight accommodations for families in the program. Daytime hours are spent doing intensive case management and financial education, both to help families meet current needs and to identify and follow-through on goals that will lead the families toward greater self-sufficiency. Community collaboration is extensive and peripheral services are at times offered to low-income families.

The organization is seeking a full-time executive director to oversee all agency operations. Most hours would be worked between 8 a.m. and 5 p.m., Monday through Friday, but some evening and weekend work is typical. The executive director is also on-call to respond to emergencies and other urgent needs that may arise outside of normal hours. The executive director reports to the Board of Directors.

Family Promise is seeking to fill this position as soon as the right candidate can be identified. A successful candidate will demonstrate awareness and compassion concerning the issues facing homeless/low-income families, as well as the ability to work through barriers and conflict to help families identify and achieve goals. The candidate must also have strong interpersonal and communication skills, being able to manage employees/volunteers, articulate the organization's mission and vision, solicit the support of donors, and provide leadership to all associated with the organization.

Candidates must have a bachelor's degree to apply. Preference will be given to those with experience in social services and/or organizational leadership, as well as those who have related advanced education.

**Interested candidates should forward a cover letter and resume by email to**  
**[fpebcexecdirectorsearch@gmail.com](mailto:fpebcexecdirectorsearch@gmail.com)**

Nidal Pascoe, Chair of Board Hiring Committee

Family Promise EBC  
1018 East Ave. A  
Temple, TX 76501

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## **Job Title: Executive Director**

Reports to: Board of Directors  
Status: Full-time, exempt (salaried)

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## **Job Description**

### **Goal of Position**

Responsible for the day-to-day operations of the Affiliate in support of providing case management to homeless families and for coordinating the program components of our Interfaith Hospitality Network that is comprised of host congregations, volunteers, referring and supporting agencies, day center, and transportation assistance for the effective provision of services to our homeless guests.

### **Job Duties and Responsibilities**

1. Assure that case management is provided to all guest families:
2. Conduct intake interviews with prospective families;
3. Develop family plans;
4. Meet with guests to monitor progress:
5. Assist guests and monitor their progress in securing housing, employment, job training, and other entitlements;
6. Assist guests with social service needs, referring them to other organizations as appropriate; and,
7. Advocate with agencies for guests as needed.
8. Coordinate all Affiliate components to administer program:
9. Supervise Case Manager and any other staff.
10. Maintain regular contact with coordinators and other individuals at each host congregation.
11. Coordinate master schedule of host congregations, updating as necessary to reflect ongoing changes.
12. Communicate regularly with referring and supporting agencies.
13. Organize and schedule transportation, including drivers and van maintenance.
14. Manage hosting congregation schedule changes and other transportation matters related to the program.
15. Assure that the day center office area is clean and safe, and that all relevant municipal, state and Federal codes and regulations are adhered to.
16. Train coordinators and hosts in all new host congregations and conduct at least annual volunteer training thereafter.

17. Research and submit applications for grants and other sources of funding, as well as assist in the planning and execution of Affiliate fund raising events.
18. Maintain records on Affiliate operations and guests' progress. Provide reports for the Board and as required for funding sources. Provide annual statistics and other information to Family Promise.
19. Maintain an appropriate on call schedule for emergencies during off hours
20. Assist the Board in strategic planning and the Treasurer in preparing an annual budget for Board review and approval.
21. Work with the Board president to plan board meetings. Be an ex-officio member of all Board committees
22. Represent the Affiliate to the public and media.

### **Qualifications**

- Enthusiastic individual with good judgment and compassion for others
- B.A degree; M.S.W. preferred
- Minimum three years' experience in a management and social service environment
- Experience in volunteer management desirable

### **Desirable Skills and Abilities**

- Counseling: ability and experience in counseling clients in a social service setting
- Communication oral and written: ability to make presentations to large groups
- Planning and organizational: ability to handle multiple tasks simultaneously
- Interpersonal: ability to work effectively with a wide range of people
- Leadership: ability to make decisions, solve problems, delegate tasks and responsibilities