



A HOME FOR EVERYONE IN DEKALB

Interim Executive Director Announcement

(Part-time 50%)

June 10, 2024

A Home For Everyone In DeKalb, Inc. an almost three-year old non-profit located in DeKalb County with an upcoming fiscal year budget of approximately \$240k is now in the process of contracting for an Interim Executive Director to lead the organization through successful transition from a volunteer board-led nonprofit to the next stage of development and hiring of a permanent ED. AHFEID's mission is supporting people experiencing homelessness in DeKalb County by providing rapid rehousing and partnering with community and government groups to provide emergency shelter and to advocate for more affordable housing. The vision is for there to be safe, affordable, and stable housing that is easily attainable for everyone in DeKalb County.

Job Objectives: The two main objectives of the Interim Executive Director role include:

- As a seasoned nonprofit leader, to help the organization to manage and lead through growth and development against a plan that can be amended in collaboration with the Board of Directors. This includes being the lead in major organizational activities including serving as the point of contact for the organization, representing the organization in the community with board leadership, coordinating programs and finances in collaboration with volunteer chairs and committees and partnering with the board in leading an effective organization
- To assess the organization and to lead the organization toward strengthening of the organization's systems, processes and practices including how the board and volunteers work effectively with staff leadership to ready the organization for the permanent executive director

A Home for Everyone in Dekalb has a 13 member board chaired by seasoned nonprofit leader Rob Johnson, the former COO of the Atlanta Community Food Bank. The board is passionate and dedicated to enhancing AHFEID's position as a respected and impactful nonprofit that is responsive and collaborative with Dekalb County, the city of Decatur and with a variety of partners and stakeholders serving the homeless. AHFEID employs a few paid part-time contract workers to help in programming but does not have administrative support for the Interim ED at the moment. The three programs each have dedicated volunteer board leaders. An important role of this Interim ED will be to work effectively with Board committees and leaders as well as partners and donors to advance the mission of AHFEID. Candidates must be able to work at least one day per week on average at the organization's downtown Decatur office at First Baptist Church of Decatur..

Hours and Time Frame: The job requires approximately 20 hours per week with some variation based on AHFEID and the hired person's needs

Compensation: Target compensation is approximately \$5,000 per month. Reimbursement for personal mileage expenses at the current \$.67 per mile rate will be available and a mobile phone and number will be provided for business usage

How to Apply: All Interim Executive Director applicants must send the following information via

email to annie@ahomeforeveryoneindekalb.org no later than noon Friday June 21st:

- A resume that includes three references (with contact info); references should ideally include at least one person who observed your work from a board or significant volunteer capacity and at least one direct report
- A summary (one page maximum) of why the applicant sees this as a good fit for them and AHFEID
- Final interviews and decision made by the board's Selection Committee will occur in the last week of July. Confirmation of the earliest the applicant would be available to begin this half-time role ideally with a start by early to mid-August and availability for a minimum of 4-6 months

Key Role Responsibilities include:

Leadership Transition (30% of time)

- Support board leaders, part-time staff and interns through facilitating regular meetings and work to maintain important focus on core organizational activities during transition period to a permanent Executive Director; supervise staff as needed
- Identify short term goals that are achievable and necessary for the success of the organization into the coming year including investments needed to support achievement of those goals
- Make objective recommendations on strategy and internal processes to Board as appropriate
- Advise the board in development of the permanent Executive Director job description including how this role partners with or is supported by volunteers and other staff and contractors to lead and manage the organization
- Keep reporting and organized processes for all interim functions to ensure smooth transition to new Executive Director

Organization Operations and Programming (30% of time)

- Review current systems in place as well as organizational distribution of responsibilities and make recommendations for future implementation
- Work with staff to maintain and enhance relationships with peer and partner organizations, clients and agencies
- Provide programming support to Board and other volunteers and supervisory support to contract staff and interns as needed; help to secure interns or program administrative support as needed and budgeted
- Assess approach to managing and tracking programs including financial management and tracking systems and identify strategies including any resourcing to enhance approach to program management and delivery; work with volunteers to enhance approach to programs and services

Mission & Financial Performance (20% of time)

- In coordination with Board, staff, and volunteers; lead and maintain fundraising activities including fundraising planning, reporting and donor communications; meet with donors as needed
- Lead the board in assessing new opportunities for grants or programming that fit with AHFEID's mission, are feasible for the organization and that can be sustained
- Support contracted grant-writer to apply for new grant funding, conduct grant reporting, and re-apply for appropriate grants
- Manage the budget by working with the Treasurer and a potential future bookkeeper to plan for, track and manage finances (including income and balance sheet) and toward improving financial

reporting to ensure AHFEID is fiscally responsible and is accurately reflecting the financial condition of the organization

- Support the organization to ensure it is fulfilling legal requirements

Board Governance (20% of time)

- Communicate effectively with the Board and provide, in a timely and accurate manner, all information necessary for the Board to govern and to make informed decisions
- Partner with board president and vice-president in improving how the board functions with committees and to use executive and other committees to bring constructive dialogue and decision-making to powerful agendas and productive meetings
- Establish and demonstrate a strong ED role in major decision-making and in day-to-day organizational management
- Maintain communication and relationships between Board and staff and volunteers
- Participate in development of agendas for Board meetings and engage as appropriate with Board committees

Required Experience and Skills include:

- Bachelors degree and relevant human services training and experience preferred
- 10+ years of nonprofit management leadership ideally including at least 2-3 years of C-level work as a former Executive Director, Interim ED, or leadership team member
- Strong leadership and organizational abilities including leading through change and facilitating groups and effective decision-making, planning, delegating, program development and creating organization structure and job and task responsibility
- Comfort with and experience in working within a small nonprofit with informal and developing systems as the primary key staff
- Experience leading an organization through change and organizational development
- Knowledge of fundraising strategies and donor relations unique to nonprofit sector and experience with fundraising activities and donor relations
- Experience working effectively with a nonprofit board and expertise in how to partner in leading a nonprofit for impact and with best practices
- Strong written and oral communication skills
- Adept at using MS Word products, familiar with Quickbooks and experienced and in using donor and communication systems
- Transparent and high integrity leadership
- Familiar with approaches to working effectively with homeless and with the homeless continuum of care is preferred; some experience working within DeKalb is a plus
- Strong commitment to the values of diversity, equity, and inclusion and an ability to work well with a wide variety of people internally and externally

A Home For Everyone In DeKalb is an equal opportunity employer:

Persons are recruited, hired, assigned, and promoted without regard to race, color, creed, gender, marital status, pregnancy, national origin, ancestry, age, religion, spiritual beliefs, mental or physical disability, sexual and/or gender orientation, or any other group protected by law.