

PLM Families Together

MOVING FAMILIES FROM HOMELESSNESS TO INDEPENDENCE

Position Profile Executive Director National Search

Summary

PLM (Pan Lutheran Ministries) Families Together, a nonprofit located in Raleigh, North Carolina, seeks a skilled chief executive with a demonstrated marketing and community building background who can serve as a change agent to increase its presence in the county, increase revenue and thus the organizational budget. The Executive Director will serve as champion, advocate, and operational leader of PLM Families Together as it seeks to realize its vision and transition the organization in a new strategic direction.

Mission, Vision & Values

The mission of PLM Families Together (PLMFT) is to move Wake County, NC (Raleigh and surrounding towns) families from homelessness to stable homes through mentoring, housing support and connecting to community resources. The vision is **No homeless families in Wake County**. PLMFT values services that are: Empowering, Inclusive, Responsive, Compassionate, Family-driven, Advocating, Respectful, Innovative, and that show Integrity.

Organizational Overview (www.plmft.org)

PLM Families Together is an agency on the rise. Our financial standing is solid. Our services are best-practice. Our outcomes are strong. We have completed multiple organizational capacity building activities including an organizational assessment, internal restructure, reorganization of our fund development processes, board development and strategic planning. We are entering into an organizational life phase of new growth and expansion in every aspect of the organization as we seek: new or expanded programs by population, type of service, and/or location; new or expanded partnerships and collaborative relationships; and new or expanded fundraising opportunities. PLMFT is seeking a leader who is a change agent and can grow or move this well-positioned, medium-size nonprofit into greater, broader areas of community impact.

Founded in 1980 by Wake County Lutheran Churches, PLMFT currently serves 185 families annually (225 parents and 450 children) through short-term housing and re-housing support services. Our short-term housing offers emergency shelter in apartment settings, using ten apartments (six owned and four leased). Re-housing support includes limited financial assistance, landlord connections and case management support to assist families in moving out of shelter and out of homelessness into stable housing. Continued case management is provided for 12-14 months after a family signs a lease. In addition, PLMFT is the housing partner for a collaborative program assisting youth who are aging out of Foster Care.

PLMFT has a budget of \$850K and nine full-time staff positions: Executive Director, Associate Director, Community Engagement Coordinator, Administrative Associate, four Mentor Advocates (masters level social workers), and a Jesuit Volunteer. PLM is in process of hiring a Development Officer on contract. PLM utilizes approximately 400 volunteers for 2,000 hours of service each year, equivalent to one full-

time position. Funding comes from private sources (54%) and government grants (46%) including local government and HUD Emergency Solutions Grant (ESG). Private funding has increased by 68% since 2006-07. Audit reports can be accessed via the website www.plmft.org or www.guidestar.com.

Key Responsibilities

The Executive Director is responsible for the professional leadership and management of PLM Families Together. (S)he provides overall leadership for strategy; program design, implementation and evaluation; organizational development; human resource management; financial oversight; property management; communications; public relations; and fundraising. The Executive Director is expected to cultivate key community relationships and seek out opportunities for program expansion, new program development and related funding sources.

PLM Families Together is driven by the following planning documents that encompass all aspects of mission implementation: Strategic Plan, Management by Objectives Plan (MBO), Operations Plan, and Fund Development Plan. Therefore, the Executive Director will:

- Work with all staff and the Board of Directors to establish and oversee implementation of an MBO plan with annual and quarterly deliverables that are the basis for end of year staff bonuses. The MBO highlights key agency-wide objectives in the areas of program outcomes, fundraising, community engagement and quality/compliance;
- Work with the Associate Director of Operations (AD) to establish and oversee implementation of an annual Operations Plan that is reported to the Board of Directors through quarterly updates by the Associate Director. The operations plan includes outcomes or deliverables in each of the following areas of operations: direct service programs; volunteers and community engagement; property management; office management; and community partnerships;
- Work with the contract Development Officer and the Board of Directors to establish and oversee implementation of an annual Fund Development Plan including goals and strategies designed to increase private funding through targeting individual, corporate, faith, civic and foundation contributions. The Fund Development Plan should also include detailed strategies for the spring annual campaign, the fall campaign and other campaigns and appeals throughout the year;
- Work closely with the Board of Directors and Board Committees providing leadership to recruit, train, and maintain a strong, balanced Board of Directors and strong, balanced committees;
- Provide direct supervision for the Associate Director, the Administrative Associate and the Development Officer. Provide human resource management for all staff;
- Establish and maintain strategic community relationships with funders, city and county leaders, advocacy groups, congregational leaders, and other agency leaders; and,
- Establish and maintain rigorous financial policies and budget oversight, ensuring a continued strong financial standing for the organization. This includes development of annual budget, review and report on monthly financials, close tracking of all grant contracts, reporting and billing processes, and financial decision making that aligns with PLMFT's strategic goals. The Executive Director works closely with the Treasurer and the Executive Committee with complete transparency.

Skills and Experience Required

The Executive Director candidate should have the following knowledge, skills and experiences:

- An advanced degree in a related field (Social Work, Public Administration, Public Health, Planning, etc.) or commensurate experience required. Certificate in Nonprofit Management is a plus;
- Significant and proven leadership skills developed through 4-7 years in a senior management position, particularly nonprofit leadership within a fast-paced, growing organization;
- Excellent organizational development, interpersonal, marketing, communication, administration and personnel management skills essential;
- Experience in working with families in poverty and housing crisis, Trauma Informed Practice training and prior direct social work experience is a plus. Knowledge of Rapid Rehousing, housing first and other best practice housing and homeless service models is essential;
- Knowledge of Community Impact models and a proven record of building collaborative initiatives across agencies and programs;
- Success at fund development, including knowledge of and success in individual giving campaigns as well as attracting foundation and corporate grants; ability to identify, steward and solicit donors;
- Experience working with boards of directors and volunteers as well as managing nonprofit budgets, grant contracts and government contracts;
- The ability to foster a healthy organizational culture, to encourage teamwork and collaboration; strong interpersonal skills that include the ability to inspire and motivate, effective at conflict management;
- Excellent communication skills, both written and oral; strong presentation skills, using data and stories for effective messaging;
- Ability to raise the visibility of the organization through successful marketing;
- Excellent analytical skills;
- Multi-cultural sensitivity; and,
- Advanced computer skills required in Microsoft Office applications (Excel, Word, PowerPoint) and Google applications (email, calendar), literacy in working with statewide data systems (State Homeless Information Network or similar), proficient in developing program logic models and in program, donor, and financial data analysis.

Compensation

Salary and overall compensation will be commensurate with the experience and background of the successful applicant. PLM offers a professional work environment and an excellent paid time off plan.

Application Process

To apply, visit www.armstrongmcguire.com/apply, click on the link to the PLM Executive Director position and follow the instructions to upload your resume, cover letter, salary requirements and professional references. If you have difficulty with the application process, send an email to april@armstrongmcguire.com.

Review of candidates will begin in February, 2015 and continue until the position is filled.