Position: Executive Director

Classification: Full Time

The Executive Director is the Chief Executive Officer of Loaves and Fishes, Inc. The executive Director reports to the Board of Directors, and is responsible for the organization’s consistent achievement of its mission and financial objectives. In program development and administration, the Executive Director will:

Specific committee responsibilities:
1. Assure that the organization has a long-range strategy which achieves its mission, and toward which it makes consistent and timely progress.

2. Provide leadership in developing program, organizational and financial plans with the Board of Directors and staff and carry out plans and policies authorized by the board.

3. Promote active and broad participation by volunteers in all areas of the organization’s work.

4. Maintain official records and documents, and ensure compliance with federal, state and local regulations.

5. Maintain a working knowledge of significant developments and trends in the field.

In communications, the Executive Director will:
1. See that the board is kept fully informed on the condition of the organization and all important factors influencing it.

2. Publicize the activities of the organization, its programs and goals.

3. Establish sound working relationships and cooperative arrangements with community groups and organizations.

4. Represent the programs and point of view of the organization to agencies, organizations, and the general public.
In relations with staff, the Executive Director will:

1. Be responsible for the recruitment, employment, and release of all personnel, both paid staff and volunteers.

2. Ensure that job descriptions are developed, that regular performance evaluations are held, and that sound human resource practices are in place.

3. See that an effective team, with appropriate provision for succession, is in place.

4. Encourage staff and volunteer development and education, and assist program staff in relating their specialized work to the total program of the organization.

5. Maintain a climate which attracts, keeps, and motivates a diverse staff of top quality people.

In budget and finance, the Executive Director will:

1. Be responsible for developing and maintaining sound financial practices.

2. Work with the staff, Finance Committee, and the board in preparing a budget; see that the organization operates within budget guidelines.

3. Ensure that adequate funds are available to permit the organization to carry out its work.

4. Jointly, with the President and Secretary of the Board of Directors, conduct official correspondence of the organization, and jointly, with designated officers, execute legal documents.

**Long-range Goals:**

1. Increase housing resources for the homeless responding to the identified needs and gaps in the community’s continuum of care plan.

2. Increase capacity to provide case management and other key supportive services to the homeless.

3. Reduce unnecessary homelessness by improving coordination of the process of discharging persons from institutions.
4. Establish a strong system of outreach and services to prevent homelessness.

5. Improve community understanding of homeless conditions and needs.

6. Develop information on homelessness.

7. Increase capacity to fund homeless activities.

8. Sustain programs that provide a safety net for homeless persons and persons at risk of becoming homeless.

Requirements:

1. 10+ years’ experience in social work, leadership experience preferred

2. Experience in financial management of non-profit, grant writing, fund raising

3. Ability to work closely with board of directors and clients

4. Flexible schedule allowing for some evening and weekend work

5. Marketing and public relations experience to expand network of supporters, awareness of services offered

6. Strong communication skills, verbal, written

7. Demonstrated work ethic

Compensation: Target range $60,000 - $80,000 a year, depending on experience.

Website: www.lfrgv.org

Facebook: www.facebook.com/groups/lfrgy

Location: Harlingen, TX and additional location in Raymondville, TX

COVID-19 Precautions:

1. Remote interview process
2. Personal protective equipment provided or required
3. Social distancing guidelines in place
4. Virtual meetings
5. Sanitizing, disinfecting, or cleaning procedures in place

If interested please submit resume with cover letter no later than **March 31, 2021** by email to Board President Ricky Leal, rleal@fcbtx.com