

**Kansas Statewide Homeless Coalition**  
**Job Description**  
**Executive Director**

**Job Title:** Executive Director, Kansas Statewide Homeless Coalition (KSHC)  
**Reports to:** Kansas Statewide Homeless Coalition Board of Directors (KSHC BOD)  
**FLSA Status:** Exempt  
**Schedule:** Flexible, based on 40 hour work week

**KSHC Mission**

The Kansas Statewide Homeless Coalition’s mission is to be the catalyst for safe, appropriate housing for all Kansans in collaboration with local, state, and national partners.

**KSHC Guiding Principles**

KSHC’s Mission and Vision Statements guide the activities of this organization. KSHC encourages individuals who are experiencing homelessness, those formerly homeless, and those concerned with the homeless to join our efforts. KSHC’s membership is a diverse group, representing government agencies, homeless individuals, service providers, faith based organizations, and homeless advocates. KSHC and our members act as a unifying voice to influence policies toward the fair and equitable treatment of individuals and families experiencing homelessness.

**Overall Responsibility**

Represent the KSHC effectively working with various political and coordinating entities to advocate/educate regarding homeless issues and to coordinate homeless service activities within the Balance of State (BoS) and with other Continuum of Care (CoC) entities. The Executive Director has principal responsibility for assuring the smooth and effective working of the Kansas BoS CoC with its partners and with continuums from the metropolitan portions of the State and other states when necessary. The Executive Director is directly responsible for assuring that the HUD CoC application process is completed in an efficient and timely manner. The effective execution of all grant and fund raising activities involving the Kansas Statewide Homeless Coalition (KSHC) is the responsibility of the Executive Director.

**Essential Duties and Responsibilities:**

- Lead a Multi-Faceted Program
  - Membership
    - Provide leadership, direction, and guidance for KSHC committees and review monthly summary reports from each.
    - Work with BoS CoC Committee to maintain and improve membership.

- Outreach to new stakeholders to expand current membership, work to help assure good working relationships with current members.
  - Agency
    - Represents KSHC in the investigation, development and submission of all grant applications, as well as managing all contracts received by KSHC, which includes complying with reporting and financial management requirements.
    - Interface with KSHC's partners to prepare/submit input into the Kansas Consolidated Plan as it relates to homelessness, accomplishments in addressing homeless needs and the CoC in the BoS.
    - Provide oversight to paid and volunteer staff.
    - Oversee and help plan/coordinate the KSHC Annual Summit in conjunction with the Summit Planning Committee and community partners.
  - Board
    - Establish, under the direction of the Board, a benchmark mechanism for the development of performance measures to accomplish outcomes based on KSHC strategic plan and continuum goals.
    - Prepares a monthly written report for the KSHC Board that includes an analysis of progress toward achievement of strategic plan goals and financial position of the organization.
    - Develop, maintain, and support a strong, diverse Board of Directors.
- Facilitate Effective Homeless Programs and Service Delivery Systems
  - Facilitate the development and updating of procedures for the annual Continuum of Care application in conjunction with the CoC Committee.
  - Assure the accurate and timely completion of the CoC Program Consolidated application based on Housing and Urban Development (HUD) defined requirements and activities of the continuum.
  - Work with Kansas Housing Resource Cooperation, KSHC membership, and MAAC (or other information management vendor) to implement Kansas BoS Homeless Management Information System (HMIS) including the governance agreement.
  - Represent KSHC on the Balance of State HMIS Oversight Committee.
  - Serve as the primary contact with HUD.
  - Work with KSHC members to coordinate the BoS CoC Committee in order to identify program and service delivery gaps, and prioritize funding requests.
  - Work with the BoS CoC Committee to develop and implement a system for evaluating and monitoring HUD funded homeless programs and service delivery systems.
  - Work with the various BoS Standing Committees and KSHC membership/partnering agencies to establish standards and best practices for

- performing homeless outreach, emergency shelter, transitional housing, permanent housing, and operations/programming.
  - Oversee technical assistance training and site visits provided to all CoC grantees.
  - Work with the BoS CoC Committee on the Point-in-Time count of shelter and unsheltered homeless and the annual Housing Inventory Count.
  - Recruit Ranking and Review Committee and submit membership to BOD for approval.
  - Oversee the implementation of a BoS CoC Coordinated Assessment System.
- Create a High Profile KSHC
  - Assure that presentations are made to community organizations, i.e. churches, civic groups, political organizations, policy makers, funders, businesses, etc. providing information regarding homelessness and KSHC.
  - Participate in community, state and federal committees, task forces, organizations, and conferences to foster strategic partnerships with others seeking to end homelessness.
  - Serve as primary contact with the media.
  - Oversee the preparation of press releases, reports, quarterly newsletters, position papers, etc. for KSHC regarding homelessness and the Coalition's efforts.
  - Assure that the KSHC website is properly maintained.
- Fiscal Operations
  - Develop and maintain agency budget.
  - Plan, organize and oversees annual fundraising event(s) to benefit the Coalition.
  - Facilitate the development of grant processes for raising additional funds for KSHC.
  - Assure an accurate record of financial and personnel transactions are maintained.
  - Oversees the preparation of monthly financial reports in conjunction with the BOD Treasurer
  - Serve as the principal interface between KSHC and the CPA firm to assure that the BOD is properly represented in all transactions.
  - Assure that the annual audit/financial review process is completed in a timely and accurate manner.
  - Assure accurate tracking, recording, and reporting of all grant activities, receipts and expenditures.
- Other duties as assigned by the KSHC Board

**Qualifications:**

- Strong leadership and consensus building skills.

- A strong working knowledge of the CoC, HMIS and Consolidated Plan processes, federal, state and private funding resources, and issues related to homelessness.
- Ability to develop and maintain constructive relationships with persons/agencies from diverse sectors of the community.
- Familiarity with community-based organizations, political systems, and the philanthropic community.
- Strong written and verbal communication skills in Standard English. Bi-lingual skills preferred.
- Strong organizational skills, demonstrated by project management, grant management, planning, and time management.

**Physical Requirements:**

- Sit, walk, stand, bend, squat, climb, kneel, and twist on an intermittent, occasional, or continuous basis.
- Grasp, push, pull objects such as reference materials, files, file cabinet drawers, and reach overhead.
- Operate telephone and other electronic communication devices.
- Operate various other office equipment including personal computers, copiers, fax machines, projection and scanning equipment.
- Ability to lift up to 25 lbs. occasionally.
- Ability to travel via car, train or airplane.

**Education:**

- Minimum BA/BS degree from an accredited college in social services, public administration or a related field, master's degree is preferred.

**Experience:**

- Minimum of 2 years of leadership experience with an agency that provides direct services to homeless persons.
- Minimum of 2 years supervision experience.
- Successfully managed a program budget.
- Proven record of successful grant writing, fundraising, and administration.
- Familiarity with data collection, outcomes-based evaluation and analysis.

**Application Instructions:**

To be considered, please send a cover letter, resume, and a list of references to [evaughn@ksheadstart.org](mailto:evaughn@ksheadstart.org). The Search Committee will begin the first round of review on Tuesday, March 11, 2014 at 8:00 AM CST. Position will remain open until filled. Qualified applicants will be contacted by the Search Committee.

**Industry:** Nonprofit  
**Salary range:** Dependent on qualifications and experience  
**Job Location:** TBD  
**Contact:** Chair, KSHC Board of Directors