



FNPB Executive Director

Job Title: Executive Director
Classification: Exempt
Reports to: Board of Directors

Summary of the Role:

The Executive Director is responsible for the formulation and interpretation of organizational policies and providing overall direction of the organization within guidelines set up by the FNPB Board of Directors. The Executive Director plans, directs and coordinates operational activities at the highest level of management with the help of program directors and staff specialists. Work is performed under the general direction and support of the FNPB Board of Directors through meetings, discussion and analysis of reports and updates.

Essential Duties and Responsibilities:

Reporting to the Board of Directors, the Executive Director (ED) will have overall strategic and operational responsibility for FNPB staff, programs, expansion, and execution of its mission. S/he will initially develop deep knowledge of our service area, core programs, operations, and business plans.

- Develop and maintain effective collaborative relationships with appropriate local, state, and federal agencies, which have direct or indirect responsibilities to very low, low and moderate income population. Similarly develop and maintain effective collaborative working relationships with the agencies FNPB provides technical assistance and training.
- Responsible for planning, organization, and direction of the organization's operations and programs with the DOL and USDA.
- Provides leadership to and manages the efforts of staff to ensure appropriate support of each funding source.
- Retains a diverse, highly qualified staff by providing opportunities for career coaching, growth, and personal development of employees.
- Ensure ongoing programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration including investment management, fundraising, communications, and systems; recommend timelines and resources needed to achieve strategic goals.
- Ensure effective systems to track progress and regularly evaluate program components to measure successes that can be effectively communicated to the board, funders, and other constituents.
- Expand revenue generating and fundraising activities to support existing program operations and future growth and expansion.
- Expand and refine all aspects of communications – from web presence to external relations with the goal of creating a stronger brand.
- Begin to build partnerships in new markets; publish and communicate program results with an emphasis on the successes and accomplishments.

Education and Experience:

- Graduation from an accredited college or university with a Bachelor's degree. Master's degree preferred in Public Administration, Business Administration or a related field.
- A minimum of seven (7) years or progressively responsible management level experience in a not-for-profit management position with proven success developing and operationalizing strategies that have taken an organization to the next stage of growth.
- Additional experience in one or more of the following areas preferred:
 - Rural Housing
 - Housing Finance
 - Property Management

- Unwavering commitment to quality programs and data-driven program evaluation.
- Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives, and manage a budget.
- Past success working with a board of directors with the ability to cultivate existing board member relationships.
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures.
- Strong written and verbal communications skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.
- Action-oriented, adaptable, and innovative approach to business planning.
- Ability to work effectively in collaboration with diverse groups of people.
- Passion, integrity, positive attitude, mission-driven, and self-directed.

Other requirements:

Valid Florida State Driver's License.

Supervisory responsibilities:

Manages and supervises the exempt and non-exempt employees in the organization.

Work environment:

The work environment is an office setting with private offices and workspaces with a regular noise level of employees working on computers, utilizing basic office equipment, printers, fax, telephones, and talking on the phone, and interacting with one another individually and in meetings.

Position requires being able to work varied hours during the weekdays and as needed on weekends for travel or necessary work.

Travel:

This position requires frequent travel up to 30% of the time, by both air and ground transportation. Must be able and willing to travel by air and/or to drive to other sites and stay overnight or multiple nights in a hotel.

Physical demands:

While performing this job, one is required to use hands and fingers for computer and telephone, talk and hear, as well as stand, walk, drive and travel. Lifting between 5 – 15 pounds is necessary.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions of the job.

Disclaimer:

The job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change, or new ones may be assigned at any time with or without notice.

About Strategic Philanthropy:

Strategic Philanthropy, Inc. a south Florida based company, was founded on the belief that effective corporate giving can be so much more than simply writing a check to charities and nonprofits who ask for your help or involvement. It is our belief that when a company aligns its charitable giving with a strategic approach and measurable outcomes, the power of giving enhances a company's brand, image and strengthens the relationships and partnerships within the community.

In short, Strategic Philanthropy gets hired by companies to give away their money to nonprofits that meet a company's business goals and objectives. As you can imagine, we have many relationships with the nonprofits in our community. We value all of the programs and services they have to offer and work with them to help promote positions that are available within their organization so that they may find the best talent possible.

For future job postings, follow us on:

Facebook.com/StrategicPhilanthropy

Twitter: @StratPhil