



Position: Executive Director

Exempt/Full Time

Reports to: Board of Directors

Supervises: All HHA Staff

Agency Description:

Homelessness and Housing Alliance (HHA) is the Lead Agency, Collaborative Applicant, and HMIS Lead for the Okaloosa Walton Homeless Continuum of Care (OWHCC). The goal of the OWHCC is to make homelessness rare, brief, and non-recurring. OWHCC works collaboratively with a broad-based network of public and private providers focused on utilizing practices that are informed by data, honor the difference perspectives of all stakeholders and are trauma informed. OWHCC works to identify and bridge gaps in homeless services so that investments can be made in the areas of greatest need and secures resources for homeless service providers so they can meet the needs of families and individuals experiencing homelessness.

Job Description:

The Executive Director of HHA will have responsibilities for coordinating and facilitating the Okaloosa Walton Homeless Continuum of Care/Opportunity Inc. (FL-505) body and sub-committees and managing the annual state and federal funding processes. This position will lead the application process for the US Department of Housing and Urban Development and Emergency Solutions Grant funds, monitor grantees and assess progress on meeting community-wide goals, evaluate performance, and monitor compliance with all federal, state, and local funding requirements. This position will be held at the HHA administrative office.

Essential Duties and Responsibilities:

- Represents OWHCC in the investigation, development, and submission of all grant applications and manage all contracts received by OWHCC, including complying with reporting and financial management requirements.
- Interface with OWHCC partners to prepare/submit input into the local Consolidated Plan related to homeless needs and the CoC.
- Provide oversight to paid and volunteer staff.
- Supervise and evaluate all staff to ensure optimal service delivery to homeless clients, service providers, and the community by state and federal employment laws.
- Establish, under the direction of the Board, a benchmarking mechanism for developing performance measures to accomplish outcomes based on the OWHCC Strategic Plan and continuum goals.
- Prepares a monthly written report for the OWHCC Board that includes an analysis of progress toward achievement of Strategic Plan goals, program performance, and

financial position of the organization.

- Develop, maintain, and support a strong, diverse Board of Directors.
- Staff and attend Board meetings, as well as committee meetings as needed.
- Provide the Board with timely and adequate information to assist them in making informed decisions.
- Responsible for the effective execution of all grant activities associated with the agency.
- Coordinate homeless services and activities within the CoC region known as FL-505, which includes Okaloosa and Walton Counties.
- Monitor and implement requirements of the HEARTH act and its regulations.
- Assure the accurate and timely completion of the CoC Program application based on HUD-defined requirements and activities of the Continuum, as well as proposals for any state or federal funds available for community distribution, such as ESG, TANF, Challenge Grant, NOFO, etc.
- Implement and evaluate the HMIS system within the two-county area to provide communication and data reports both for agencies individually and for the Continuum as a whole and ensure HUD data quality standards are met.
- Oversee the activities associated with the CoC process, such as the annual strategic planning process, the executions of the annual point-in-time count, and the housing inventory count per HUD guidelines to complete required reports.
- Conduct monthly CoC meetings that engage, train, and educate community partners to end homelessness in FL-505.
- Work with stakeholders and other regional CoC members to identify gaps in programs and services, goal development, and prioritize funding requests.
- Serve as the primary contact for HUD and a liaison between the CoC and state and federal offices regarding homelessness.
- Develop and implement a system for evaluating and monitoring HUD-funded homeless programs and service delivery, as well as state and federal programs that require evaluation and monitoring, including ESG recipients.
- Oversee technical assistance and site visits provided to all CoC grantees.
- Recruit ranking and review committee and submit membership to Board for approval.
- Oversee the implementation of an OWHCC coordinated assessment system.
- Stay current on best practices for the prevention and alleviation of homelessness, and ensure stakeholders are informed of research, shelter models, and housing innovations, as well as HUD-recommended guidelines.
- Work with various OWHCC membership/partner agencies to establish best practices and standards for performing outreach, emergency shelter, transitional shelter, permanent housing, and operations/programming.
- Secure funding to ensure the capacity of the Continuum to execute the duties assigned, such as developing and maintaining a resource directory, maintaining a website and social media presence, ensuring disaster and emergency planning is coordinated, and



serving as the lead agency for resource and referral, and provide information on events related to homeless service delivery.

- Serve as an advocate for the homeless and provide community education as to causes and consequences of homelessness for individuals, families, schools, neighborhoods, and counties.
- Participate in community, state, and federal task forces and conferences to develop or strengthen partnerships with other homeless providers.
- Serve as primary media contact.
- Oversee the preparation of reports, press releases, pamphlets, brochures, newsletters, campaigns, and annual position papers for the OWHCC and its efforts.
- Advocate for legislation at all levels in cooperation with the Florida Homeless Coalition.
- Monitor legislation at all levels that may impact the homeless and advocate for policy that prevents homelessness and alleviates homelessness.
- Lead development of the annual budget for submission to the Board for review and approval.
- Maintain agency budget and monitor financial performance against budget and notify Board of changes in financial position and recommend strategies to maintain a financial position.
- Plan, organize, and oversee annual membership campaign to benefit the CoC.
- Prepare requests for proposals for bid among community stakeholders as to federal and state funding opportunities available through the CoC structure.
- Ensure administrative duties of the CoC are promptly and accurately executed.
- Facilitate the development of grant processes for raising additional funds.
- Assure an accurate record of financial and personnel transactions is kept.
- Oversee the preparation of monthly financials in conjunction with the Board Treasurer.
- Serve as the primary interface between OWHCC and CPA firm and ensure the annual audit review process is completed in a timely and accurate manner; prepare and post the RFP for the auditing firm when needed.
- Oversee accurate tracking, recording, and reporting of all grant activities, receipts, expenditures, and purchasing in accordance with GAAP.
- Ensure OWHCC complies with all grant requirements.
- Oversee maintenance and security of corporate files and documents.
- Ensure each employee has a job description that is updated routinely.
- Recruit and hire new employees.
- Ensure adequate and proper training is provided to all employees.
- Ensure each new employee receives a work trial evaluation and that all employees receive an annual work performance evaluation.
- Ensure employee disciplinary process if followed as needed to address sub-standard work performance.
- Assure maintenance of payroll records, vacation accrual records, and inventory of



assets.

- Perform other duties as assigned by the Board.

Qualifications:

- Bachelor's degree or higher in Business Administration, Project Management, Human Services, or a related field, or an equivalent combination of education and experience or demonstrated competence.
- 2 (+) years of professional experience working in the field of homelessness.
- 2 (+) years of supervision experience.
- 2 (+) years of experience with data collection, out-comes based evaluation
- 2 (+) years of experience in financial management
- Proven record of successful grant writing
- Proven record of successfully managing a program budget.
- Computer literacy, including knowledge of computer assessment tools, data base systems and windows environment. Proficient in Excel, Outlook, and Word.
- Must pass background clearance check required for employment.
- Must have a valid Florida's driver's license, clean driving record, auto insurance, and access to personal vehicle.

Other Qualifications:

- The position requires the ability to work irregular hours, including evenings and weekends, as required.
- While performing the duties of this job, the employee is regularly required to sit, talk, and listen. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand, walk, climb, balance, and stoop. The employee must occasionally lift and move up to 25 pounds. Specific vision abilities required by this job include close vision and distance vision. Reasonable accommodations may enable individuals with disabilities to perform essential functions.

Benefits:

- Flexible Schedules
- Telecommuting
- PTO
- Paid Holidays
- Mileage Reimbursements
- Career Development Opportunities
- Direct Deposit
- Company Swag