

## **Executive Director – Family Promise of Gainesville**

**Position Type:** Full-Time (In-Person)

**Salary:** \$65,000 - \$75,000 annually

**Benefits:** PTO, Healthcare Stipend

**Travel Requirement:** At least 25% of the year to visit service areas, including Alachua, Bradford, Putnam, Gilchrist, and Levy Counties

**Reports To:** Board of Directors

### **About Family Promise of Gainesville**

Established in 1998, **Family Promise of Gainesville** is dedicated to preventing and ending family homelessness by providing shelter, support, and case management services to families in need. We work collaboratively with community partners, faith organizations, donors, and volunteers to ensure that families experiencing housing insecurity receive the support they need to achieve lasting stability.

### **Position Summary**

Family Promise of Gainesville is seeking a **passionate and strategic leader** to serve as **Executive Director**. This role requires a dynamic individual with experience in nonprofit management, fundraising, community engagement, and program development. The Executive Director will oversee operations, manage staff and volunteers, build partnerships, and secure financial resources to sustain and expand services.

The ideal candidate is a **self-starter** with strong leadership skills, an entrepreneurial mindset, and a deep commitment to housing justice. They must be comfortable engaging with donors, managing budgets, coordinating services, and advocating for policies that support families in crisis.

### **Key Responsibilities**

#### **Fundraising & Financial Management**

- Secure funding through **grants, individual donations, corporate sponsorships, and fundraising events**.
- Develop and manage the organization's **budget, cash flow, and financial reserves**.
- Work closely with the **Fund Development Committee** to meet financial objectives and expand funding sources.
- Ensure financial transparency and compliance with **nonprofit accounting standards**.

#### **Community Relations & Advocacy**

- Represent Family Promise of Gainesville in **media, government, corporate, and nonprofit partnerships.**
- Build relationships with **community partners, faith-based organizations, and local service providers.**
- Advocate for policies that **support affordable housing and homelessness prevention.**
- Attend and actively participate in **provider meetings, community forums, and local events.**

#### **Board & Volunteer Engagement**

- Work closely with the **Board of Directors** to execute the organization's mission and strategic plan.
- Engage and support **Board committees** in fundraising, operations, and governance efforts.
- Recruit and train volunteers, ensuring they receive proper orientation and guidance.
- Foster a strong culture of volunteerism and community support.

#### **Program Development & Case Management Oversight**

- Supervise **case managers** to ensure effective service delivery and positive outcomes for families.
- Expand and enhance **programs that support family self-sufficiency**, including housing assistance, job readiness, and financial literacy.
- Develop partnerships with **landlords, employers, and other service providers** to assist families in securing permanent housing.
- Oversee **data collection and program evaluation** to track family progress and measure impact.

#### **Operations & Facilities Management**

- Oversee **day-to-day operations** to ensure programs run efficiently.
- Maintain **proper documentation and compliance** with funding requirements.
- Be **on-call for emergencies** and oversee scheduling of emergency response coverage.
- Ensure the **Promise Center and other Family Promise facilities** are well-maintained and meet safety standards.

#### **Qualifications & Skills**

- **Bachelor's Degree** in a related field or equivalent experience.
- **Leadership experience** in nonprofit management, social services, or community organizing.
- Proven success in **fundraising, grant writing, and financial management**.
- Strong **written and verbal communication skills**, including public speaking.
- Ability to build relationships with **donors, stakeholders, and government agencies**.
- Experience in **case management and social service program development** preferred.
- **Commitment to diversity, equity, and inclusion** in all aspects of work.
- Ability to **travel at least 25% of the year** to visit service areas (Alachua, Bradford, Gilchrist, Putnam, and Levy Counties).
- Must pass a **criminal background check**.

#### **Work Schedule & Compensation**

- **Full-time, in-person position** with occasional evenings and weekends required.
- Salary: **\$65,000 - \$75,000 annually**, based on experience.
- **Benefits include** Paid Time Off (PTO) and a **healthcare stipend**.

#### **How to Apply**

Complete the online application: <https://www.familypromisegvl.org/joinourteam>

Be prepared to submit your **resume and cover letter** within the application. Applications without a cover letter and resume cannot be submitted for review and will not be considered for the position.