

Executive Director

Fargo-Moorhead Coalition to End Homelessness
Position Description | Job Opportunity Posting



About the Fargo-Moorhead Coalition to End Homelessness

The Fargo-Moorhead Coalition to End Homelessness began in 1989 when area shelters came together in collaboration to address the growing concerns of homelessness in the community. In 2007, the FMCHP received its 501(c)(3) status and became registered as a non-profit in the state of North Dakota. The FM Coalition is made up of around 70 public and non-profit social service providers, as well as community members, all committed to a shared mission: “to work in partnership to achieve permanent solutions to prevent and end homelessness” through advocacy, education, and collaboration. The FM Coalition has been recognized for its excellence in innovation and collaboration as a 2017 Bush Prize for Community Innovation Winner and 2018 recipient of the North Dakota Association of Nonprofit Organizations Partnership Building Award. More information about the coalition including history, programs, partners, and current work can be found at: fmhomeless.org

Position Summary

The Executive Director for the Fargo-Moorhead Coalition for Homeless Persons leads and facilitates efforts to advance the Coalition’s mission of working in partnership to achieve permanent solutions to prevent, reduce, and end homelessness. The Executive Director works independently under the Coalition’s Board of Directors, to create and maintaining an environment deeply rooted in social justice and human rights that promotes collaboration, partnership, advocacy, education, community development, and resource development around the issue of homelessness in the Fargo-Moorhead metro area.

Key Duties and Responsibilities

Mission Advancement

- Tend the mission of the Coalition.
- Cast and implement vision for the Coalition.
- Ensure that the Coalition consistently promotes its values and mission and encourages Coalition members and community partners to do the same.
- Coordinate FM Metro planning to end homelessness, align local efforts with the statewide homeless coalitions, continua of care, state and federal councils to end homelessness, and foster momentum through shared knowledge and community collaboration.
- Ensure a strong presence for the Coalition in local, state, and national policy initiatives.
- Advocate in development of local policy and legislative action that promotes the Coalition’s mission.
- Continually broaden expertise in issues related to homelessness and serve as resource person on research and best practices.
- Continuously evaluate coalition effectiveness and strategic plan.

Operations and Oversight

- Establish and maintain sound organizational management policies and procedures.
- Create a work environment that motivates staff/volunteers and builds upon their strengths.
- Determine staffing requirements.
- Hire, supervise, evaluate, terminate, and set compensation for staff.
- Establish and implement programs that align with vision, mission and values of the Coalition.
- Establish systems for program evaluation.
- Support the growth of the organizational culture – the power of collaboration and continuing to evolve and learn.
- Support and ensure management/leadership of work groups.

- Develop collaborative relationships with the Board of Directors, provide proactive communications, and meetings and manage on-going strategic planning.
- Communicate regularly with the Board on the actions and strength of the Coalition, and support the board with recruitment, development and education/training.

Community Relations

- Develop and maintain relationships with Coalition members, supporting partners, government officials and agencies, the media, community leaders, and homeless and formerly homeless.
- Serve as public face for the Coalition and its members.
- Establish and maintain a strategic communication plan, including social media.
- Develop marketing and media materials
- Build relationships with new partners and forge new strategic collaborations.

Financial Management

- Establish and maintain sound financial management policies and procedures.
- Manage and oversee expenditures of coalition budget
- Oversee annual budget development process in conjunction with the Board.
- Oversight of grants and compliance.
- Monitor the external environment for significant changes that will impact the Coalition and its work and report this to the Board.

Resource Development and Fundraising

- Create and maintain resource development plan and fundraising efforts.
- Lead efforts to build enhanced corporate and individual donors giving.
- Identify and expand new grant and foundation opportunities.
- Lead other staff/volunteers, and Board members charged with development tasks.

Professional Experience/Qualifications

The Executive Director must believe in and be a passionate advocate for the FM Coalition’s mission and values. Applicants should have prior experience leading within highly collaborative organization and bring an entrepreneurial approach both to their career path and development work. The successful candidate will possess a deep commitment to and understanding of social justice issues intersecting with homelessness, housing and food insecurity, poverty, and systemic racism. Strong leadership skills including lead, motivate, and coordinate diverse stakeholders. Must have valid driver’s license. Ability to travel locally, regionally, and nationally. Excellent writing and oral communication when necessary. Public relations skills, including public speaking.

As part of our efforts to improve outcomes for those experiencing homelessness, we are committed to working with community partners and city/state resources to develop clear goals focused on diversity, equity and inclusion. We will collaborate with community partners, those who have lived experience, and our staff members to identify and address the ways that systemic racism and other forms of bias contribute to disparities in health outcomes.

Educational Requirements

Bachelor’s degree in a related field or equivalent professional experience preferred. Five or more years in a leadership position. Five or more years of industry-specific experience, preferably in the organization’s area of service (or a related area of service).

Status/Location/Benefits

The position is full-time/exempt located in Fargo, ND/Moorhead, MN. Must live locally in the Cass Clay area. Compensation commensurate with experience with salary range \$52,000 to \$57,000. Healthcare benefit is offered. Supervises Program Associate, Volunteers, and Interns.

EOE Statement

The Fargo-Moorhead Coalition for Homeless Persons, Inc. (DBA Fargo-Moorhead Coalition to End Homelessness) is an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status or any other characteristic protected by law.

How to Apply

Interested candidates should email a PDF cover letter, resume, and three references to:

Angela Daly, Search Committee Chair: adaly@ywcacassclay.org

Position closes: 04/21/2022