

NoHo Home Alliance
Nohohome.org

Job Opening: Executive Director

Job Summary:

The NoHo Home Alliance Executive Director is responsible for the leadership and strategic vision for our impactful community organization and agency focused on addressing homelessness and poverty in the Southeast San Fernando Valley.

NoHo Home Alliance operates with a person-centered approach to street outreach, services, and advocacy. The Executive Director will work collaboratively with our gifted, diverse staff, a large, dedicated volunteer pool, and the NHHA board. While the Director of Operations oversees day-to-day program operations, the Executive Director will focus on organization-wide visioning, financial management, employee and volunteer empowerment, fundraising, grants, contracts, community engagement, communications and messaging, compliance, and building and sustaining relationships with community partners. Along with all NHHA staff and volunteers, the new Executive Director will work to embody NHHA values that emphasize inclusion and worthiness of all persons, as well as our commitment to person-centered and service-led care, harm-reduction, and hyperlocal community building.

This is a full-time, 32hour/week position that qualifies for excellent benefits including 100% employer-paid health insurance, 100% employer-paid vision and dental, life insurance, and 3%-5% retirement account contributions.

Introducing NoHo Home Alliance:

NoHo Home Alliance (NHHA) is a 501(c)(3) community organization that mobilizes residents in the East San Fernando Valley to address the most critical issues in our communities such as homelessness and the lack of affordable housing. We have pioneered a mostly volunteer-run pop-up drop-in access center where persons experiencing homelessness can receive emergency services such as showers, food, clothing and mail service, as well as receive housing placements and referrals for medical care and other services.

Our volunteer and staff outreach teams connect with unhoused residents in encampments and begin the relationship-building process that can lead unhoused persons to shelter and other assistance on the journey to greater self-sufficiency. We have run an emergency housing program at a local hotel as part of an E2H2H program (Encampment to Hotel to Home). We provide staff and volunteer-led case work, such as, stabilization/transition support, and court support of participants navigating charges.

NHHA also runs programs to support low-income households such as food distributions and rental support programs. NHHA also runs community educational opportunities about homelessness, its causes, and solutions, as well as fields an advocacy team that advocates actively for additional income-restricted housing and services in our area. NHHA currently has 11 staff members and approximately 70 volunteers on our current service schedules. We assist approximately 800 people per year through our access center as they seek to transition from the streets to shelter.

Job Responsibilities: Executive Director

Primary Responsibility:

The Executive Director will assume responsibility for the leadership and the strategic vision of NoHo Home Alliance, a hyper-local community organization that also has the status of a homeless services agency.

Duties include but are not limited to:

1. Strategic planning, visioning, and budgeting in collaboration with the NHHA Board.
2. Implementing the strategic plan and vision across the organization in collaboration with staff and volunteers
3. Plan and lead fundraising efforts to support the organizations operations and strategic vision including: researching grants, submitting proposals, and managing grant reporting; managing a fundraising plan; and cultivating existing and new donors.
4. Recruit, cultivate and empower NHHA's gifted, diverse staff, in collaboration with the Director of Operations.
5. Recruit, cultivate and empower NHHA's dedicated volunteers.
6. Oversee NHHA's community engagement efforts, in collaboration with NHHA's volunteer community engagement table.
7. Oversee NHHA's communications and messaging plan, in collaboration with NHHA's volunteer communications team.
8. Establish and cultivate effective relationships with community partners and stakeholders including other agencies, county and city departments, elected offices, and local community groups.
9. Oversee NHHA's compliance with all required governmental reports, tax filings, laws and contract requirements with the help of the Contracts Assistant and CFO.
10. In collaboration with NHHA's Director of Operations, insures NHHA is utilizing best HR practices and in compliance with all relevant labor laws.
11. Other duties as determined in collaboration with the Board of Directors.

Collaboration and Reporting:

NHHA highly values its long-standing culture of collaboration and its practice of empowering staff and volunteers in all aspects of our work to contribute their skills and ingenuity to make

our programming as meaningful and effective as possible. We operate with a practice of shared leadership, while having clear lines of reporting.

The Executive Director is the leader of NHHA and reports directly to the NHHA Board. The NHHA Director of Operations reports to the NHHA Executive Director, with whom the NHHA Director of Operations works in close collaboration. While most outreach and drop-in site staff volunteers report to the Director of Operations, communications volunteers, community engagement volunteers, and staff and volunteers for new and strategic initiatives (such as our volunteer transition team and volunteer court-support team) may report to the Executive Director until they are integrated into established programming and oversight is turned over to the Director of Operations.

QUALIFICATIONS:

- Min. 2 years experience providing services and outreach with persons experiencing homelessness.
- Min. 2 years of non-profit management experience including experience managing volunteers and staff in a collaborative, empowering manner.
- Demonstrated experience with and commitment to community-based organizations.
- Significant experience with successful fundraising, grant writing, and development/donor cultivation.
- Strong strategic planning and visioning abilities.
- Strong organizational skills and communications skills including use of technological tools, online communication, social media, and text systems. Ability to communicate with sensitivity and effectively across cultures.
- Knowledge and understanding of the homeless services infrastructure and systems and political landscape in the San Fernando Valley with the ability to integrate with SPA 2 leadership.
- Experience with Microsoft Office Suite including facility with SharePoint, Excel, and Powerpoint.
- BA and MA in a related field preferred.
- A demonstrated commitment to NHHA's values: worthiness, inclusivity (esp. around LGBTQIA+, anti-racism, disability and Deafness), dignity, holistic wellness, empowerment, collaboration, and transparency.
- The ideal candidate will have the entrepreneurial abilities to be innovative, out of the box, and think strategically.
- Display executive maturity and a leadership style marked by a sense of humility, empathy, and discernment.
- Flexibility and the leadership to change course when necessary.

POSITION DETAILS

1. Full-Time, exempt: currently 32 hours per week. Flexible schedule with remote work possible for some hours.
2. Salary: \$65,000 to \$85,000 annually depending on experience.
3. Benefits: Health, dental, vision, and term life insurance within 30 days. Vacation.
4. Equipment Used on the Job: office equipment, computers, push carts, racks, kitchen equipment.
5. Amount of Each Work Day Spent: **Standing** 25% **Walking** 25% **Sitting** 50% **Total** 100%
6. Employee Works: **Inside** 75% **Outside** 25%

TO APPLY: Email a cover letter and resume with contact information for three references to, Andrew Silver, Board Chair, NoHo Home Alliance: info@nohohome.org by: 5pm, August 5, 2022

START DATE: ASAP, Negotiable

Physical Activity Required	Total Hours Performed Daily					
	Never	Less than 1	1-2	3-4	5-6	7-8
Lifting under 10 pounds				X		
Lifting 10-25 pounds		X				
Lifting 25-50 pounds		X				
Lifting over 50 pounds	X					
Carrying under 10 pounds		X				
Carrying 10-25 pounds		X				
Carrying 25-50 pounds	X					
Carrying over 50 pounds	X					
Pushing/Pulling under 10 pounds			X			
Pushing/Pulling 10-25 pounds		X				
Pushing/Pulling 25-50 pounds		X				
Pushing/Pulling over 50 pounds	X					
Reaching above shoulder height		X				
Reaching at shoulder height		X				
Reaching below shoulder height		X				
Talking						X
Hearing						X
Vision						X

7. Physical Activity Required To Perform Job: The information should be provided to physician performing fit-for-duty and/or pre-employment physical if applicable

Please Rate: F= Frequently O= Occasionally S= Seldom

While performing job, employee required to	How Often
Twist	S
Stoop/Bend	O
Squat	S
Kneel	S
Crawl	S
Climb Ladders	S
Climb Stairs	S
Walk on uneven ground	S

8. Working Environment: Tile and carpeted flooring in NHHA office space; wood and carpeted flooring in NHHA program areas, cement flooring in kitchen and in exterior program areas.
9. Possible Job Modifications:

I acknowledge I have reviewed the content of this job description & task list and understand that if I have any physical limitations or require any accommodations in order to perform my job, I must immediately inform administration.

Employee Signature

Date