



Doorways of NWFL Executive Director Position Summary:

The Executive Director is responsible for guiding the vision and implementing the organizational goals of the Board of Directors of the Homeless and Hunger Coalition of NWFL, DBA Doorways (Doorways), Lead Agency of the FL-515 Continuum of Care (CoC), CoC Board, and the Community to end homelessness in the NWFL CoC consisting of Bay, Calhoun, Gulf, Holmes, Jackson, and Washington Counties. Doorways is the backbone organization for a multi-system collective impact movement, its' mission is to prevent and end homelessness in the NWFL CoC area. The Executive Director will manage the funding process, including State of Florida Department of Children and Families (DCF) and federal funding through the U.S. Department of Housing and Urban Development (HUD), monitor grantees and assess progress on meeting community-wide goals, evaluate program performance, drive impact, and monitor compliance with all funding requirements.

Position reports to the Doorways Board of Directors

Specific Duties include:

Strategic Facilitation

- Ensure the development of the annual plan to reduce homelessness in the NWFL CoC; this plan will be rooted in community and national goals for homelessness prevention and intervention, and will incorporate community vision, best practices, and measurable outcomes for the NWFL CoC
- Oversee implementation of plan strategies, collect, and analyze applicable community data to determine progress in meeting community-wide goals and make funding recommendations to community partners
- Facilitate community consensus around plan goals and community strategies to achieve them. Working collaboratively to build a movement and achieve measurable outcomes
- Develop and implement an awareness (education/ communication) plan on homelessness and community goals to heighten awareness to the issue
- Advance the CoC/Doorways work toward achieving racial equity across the CoC area by ensuring the organization reflects the diversity of our community and that all persons, including people of color are not overrepresented in those experiencing homelessness and in turn services are equitably delivered to all persons. In addition, ensuring that all persons are treated with dignity and respect without regard to race, creed, color, sex, religion, disability, mental illness and/or addictions (diagnosed or not), age, national origin, familial status, source of income, criminal background, sexual orientation, transgender, gender identity or gender expression.
- Further expansion to outlying counties
- Collaborate with community systems and organizations including those in criminal justice and healthcare regarding appropriate discharge planning to avoid release to homelessness



- Serve as the main point of contact regarding the Continuum of Care in the community and liaison on behalf of the CoC with local, state and federal government officials including HUD and DCF
- Attend various industry sessions, discern relevancy, and implement learned strategies/practices

Program Oversight

- Provide oversight to staff of 15. Responsible for staff management including all aspects of personnel including hiring decisions, salaries, benefits provided and annual personnel evaluations
- Oversee the coordination of volunteers and staff in the Point in Time (PIT) count process
- Conduct site visits and ensure adequate reviews for funding awarded through the CoC
- Maintain high standards through adherence to the Code of Conduct and policies that reflect fairness, transparency, and accountability
- Create annual budget for Doorways BOD approval
- Oversee the compilation of necessary documentation for the annual audit and any state or federal monitoring

Fund Development and Coordination

- Research, identify, and apply for funding support that expands the NWFL CoC funding model beyond federal and state grant awards to address homelessness more holistically; expand revenue sources to ensure diversification, financial stability, and alignment with any gaps
- Oversee the process for the annual HUD Continuum of Care NOFO and State of Florida CoC NOFA every three years
- Secure and manage awarded grants, including executing memoranda of understanding and monitoring grantees performance and effectiveness to ensure the CoC's competitiveness in attracting funds to support homeless prevention and intervention services
- Develop and implement reporting matrix for all programming
- Facilitate large group meetings; annual meetings; CoC Governance Board meetings; staff meetings; sub-provider meetings; press inquiries

Requirements:

A Bachelor's Degree is required; relevant Masters' degree preferred



Must have a commitment to the mission of effectively preventing and ending homelessness

Oversee all aspects of corporate operations including administration, finance, HR, fundraising, program, public relations, marketing, and communications

Provide administrative support to the Doorways Board of Directors

Demonstrated ability to deal effectively with a wide range of community stakeholders. The individual must be comfortable with diversity and respectful of a wide range of life experiences, perspectives, and beliefs. Ability to unite a community around a common vision

Provide expert knowledge and oversee CoC continuous improvement and compliance activities

Facilitate inter-agency problem solving to remove barriers and improve service delivery to access housing and services by persons experiencing homelessness.

Ability to manage evolving and changing situations, including funding requirements, dynamic local partnerships, and community needs

Strong analytical skills and ability to measure and evaluate program performance. Experience in negotiation and conflict resolution