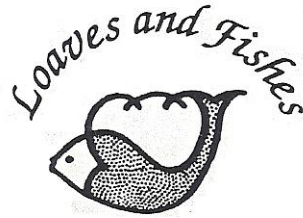

**Emergency Overnight
Shelter and Services**

831 N. Sycamore St.
(Corner of Oakland & Sycamore)
Lansing, MI 48906



Ministries

**Transitional Housing
and Services**

Zacchaeus House for women
with children
Luke's House for single men

Telephone (517) 482-2099 Fax (517) 482-6848

loavesandfisheslansing.org



EXECUTIVE DIRECTOR

JOIN THE LOAVES AND FISHES MINISTRIES ("L&F") FAMILY TODAY! Make a difference in the lives of people experiencing homelessness by working at our small but mighty shelter!

The Loaves and Fishes Ministries Executive Director ("ED") is responsible for all aspects of successfully leading the organization, including programming, operations, performance, contract compliance, supervision, and growth. The ED should have a passion for ensuring that those experiencing homelessness have access to quality emergency and transitional housing services. The ED has overall strategic and operational responsibility for L&F's shelters, staff, programs, and financial objectives. The ED regularly engages in strategic activities, as well as taking a hands-on role regarding program execution, staffing, and administrative issues.

A little about us and why people want to work with us: L&F is a non-profit homeless shelter located in the Lansing community. We provide an emergency overnight shelter and two transitional houses, advocacy, and support services for our guests in a non-judgmental and accepting atmosphere. While we are a Christian-based ministry, our purpose is to serve, not convert, respecting each person's spiritual path. We genuinely care about our guests and our employees and their families.

What we're looking for in an ideal team member:

- **Education:** Bachelor Degree in Social Work, Human Services, Business Administration, or similar academic programs. Masters Degree in the above programs a plus.
- **Work availability:** This is an exempt position working 40+ hours per week in person typically Monday – Friday between the hours of 7:00am – 6:00pm, though after-hours/weekend work may be required on occasion. Some flexibility in work schedule is available.
- **Required skills:** Strong problem-solving, critical thinking, and decision making skills; ability to lead and motivate a team; excellent verbal and written communication, presentation, and interpersonal skills; high degree of compassion, empathy, and integrity, including working with culturally diverse people and communities; exceptional organizational and time management skills; knowledge of development and fundraising principles and practices; and familiarity with Microsoft Office and Intuit QuickBooks.
- **Bonus qualifications:** We'd love it if you have: worked with people experiencing homelessness; experience with non-profit administration and financial management; and experience utilizing trauma-informed care, de-escalation techniques and client-driven approaches to case management.
- **Other requirements:** Successful completion of drug screen and criminal background check; reliable car, valid clean Michigan driver's license and vehicle insurance.

What you'll typically be doing:

- Manage and execute programs, policies, and procedures to ensure alignment with the organization's mission, vision, and strategy.
- Lead an effective team, with appropriate provisions for succession.
- Maintain a work environment that attracts, retains, and motivates a diverse and qualified staff.
- Provide leadership in developing programs, and organizational and financial plans.
- Oversee human resources responsibilities and maintain sound human resource policies and practices, including ensuring that staff members are treated fairly and equitably.
- Appropriately train, supervise, assist, and coordinate staff to ensure job responsibilities are completed correctly and in a timely manner and motivate staff to successfully achieve annual and strategic goals.
- Effectively work with the Core Community Board of Directors, including providing appropriate information to support informed decision making and focus on highest priorities of the organization.
- Provide overall leadership and supervision of fundraising strategies, promote Core Community Board of Directors and volunteer participation, identify funding sources, and stay current on information and trends that may affect funding.
- Actively engage in fundraising and developing new revenue sources.
- Research, cultivate, and meet regularly with donors and donor prospects, including developing a positive personal relationship with key donors and sponsors to build confidence and trust, and ensure an overall quality experience with L&F.
- Serve as primary spokesperson and ambassador to L&F's donors, religious organizations, media, other shelters, support service agencies, as well as the general public.
- Actively promote L&F in the local community, and cultivate and maintain positive relationships in the community, with donors, potential donors, sponsors, and volunteers.
- Ensure adequate funds are available and manage budgeting/accounting systems in support of L&F's strategic plan.
- Oversee and/or conduct financial tasks, including paying bills, processing payroll, and processing deposits.
- Manage day to day operations effectively, including property management, guest advocacy, and volunteer coordination. Daily duties will include frequent local travel to ensure that L&F has adequate supplies, as needed.
- At all times, ensure L&F is operating in compliance with all applicable laws, rules, and regulations.
- Ensure that programming and reporting requirements are met for all awarded grants.
- Evaluate employment and administrative policies and procedures for all functions and for the successful day-to-day operation of L&F.

The Executive Director compensation package is \$80,000-\$90,000, including paid holidays, sick time, vacation time, personal days, insurance options, and ongoing educational opportunities.

Please send resume' and cover letter to director@loavesandfisheslansing.org.

Loaves and Fishes Ministries is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, creed, color, sex (including pregnancy, gender identification, or sexual orientation), religion, age, height, weight, national origin, disability, genetic information, veteran status, marital status, or any other protected characteristic as outlined by federal, state, or local laws.