



Aunt Mary's House Position Description: Executive Director

General Statement of Duties:

Aunt Mary's House is a safe haven for pregnant and parenting mothers facing homelessness to gain opportunities, resources, and knowledge toward becoming self-sufficient. This position is the public face of the organization, responsible for effective leadership and administration of Aunt Mary's House as well as day-to-day operations. This position reports directly to the organization's Board of Directors and exemplifies the organization's mission and vision.

Typical work activities:

- Responsible for day-to-day operations of Aunt May's House (AMH)
- Maintain all required insurances, certifications, and licensures for AMH
- Promote broad-based community awareness and support of AMH by acting as the point of contact for and fostering positive working relationships with partner organizations, private and public entities, and the community at large
- Identifies and pursues sources of revenue for operating AMH, such as grants, fundraising activities and the development of products and services
- Oversee administration of AMH funds, including budgeting, forecasting and assisting in the preparation of financial reports and assures sound fiscal management to comply with all Federal and State laws and regulations to maximize AMH resources
- Recruit, hire, train and supervise all staff of AMH
- Support & Coordinate with AMH Volunteer Coordinator (volunteer role)
- Maintain schedule and contracts for house maintenance and repairs
- Attend meetings and trainings and keep the Board of Directors informed of the most current information available
- Conducts tours, marketing and alumni outreach efforts
- Report regularly on status, problems and potential of activities to AMH Board of Directors
- Oversee preparation of Board meetings including minutes, agendas, and report generation
- Oversight and coordination of communications IE: social media, website, press releases
- Work directly with guests during intake process to establish rapport, reinforce expectations, and develop initial goals*
- Meet with each guest weekly to identify action steps and document their progress*
- Link guests to community supports that will assist them in completion of action steps*
- Address all incidents and concerns per AMH policies and procedures
- Perform other related duties as assigned or requested by the Board of Directors

**These responsibilities will occur in conjunction with existing resource connections, volunteer resources, and a future Case Manager (employee). Coordination is the responsibility of the Executive Director.*

Full performance knowledge, skills, abilities and personal characteristics:

- Thorough knowledge of pregnant and parenting young mother's issues
- Good knowledge of homelessness trends on a national, state, and local level
- Good knowledge of the community agencies and facilities which can be utilized to facilitate program goals
- Ability to engage in strategic planning and implement a comprehensive community-wide program of health and human service initiatives
- Ability to establish and maintain cooperative working relationship
- Ability to communicate effectively, both orally and in written form and prepare written summaries and reports
- Exhibits dependability, initiative, and resourcefulness
- Ability to maintain a work environment that promotes a cohesive, inclusive and diverse workplace community, affirming the inherent worth of all individuals and underscoring the importance of teamwork and trust
- Physical condition commensurate with the demands of the position and valid NYS driver's license, clean driving record and use of private vehicle for work related purposes

Minimum desired qualifications:

Graduation from a regionally accredited or NYS registered college or university with:

- A. Master's Degree in health or human services, management, or a related field and at least one year of experience in health or human services program planning and implementation;
- B. Bachelor's Degree in health or human services, management, or a related field and at least two years of experience in health or human services, one year of which must have involved program planning and implementation;
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B) above

This job description is not meant to be all inclusive, and it is subject to change.

Interested parties should please send a cover letter and current resume to:

Jen Westervelt (AMH President) via email jen@improvenorwichnow.org