



POSITION DESCRIPTION

Executive Director

THE ORGANIZATION:

The Family Solutions Collaborative's mission is to ensure an integrated family response system of care, from prevention through intervention, for homeless families within our community. In line with our mission, Orange County's Family coordinated entry system serves to streamline access to housing and services while addressing barriers that prevent people from getting and staying housed.

The Family Solutions Collaborative also provides regional coordination and oversight of county-wide partnerships across public and private entities that ensure homeless families are fully supported and connected to housing and services within their respective communities. This includes coordinated access to housing and services to ensure that homeless families do not have to go to multiple agencies to obtain housing and supportive services.

RESPONSIBILITIES:

The Executive Director is responsible to lead and grow the Family Solutions Collaborative, facilitate the collective success of this regional effort, and serve as a public ambassador for the initiative. The Executive Director will drive the FSC's internal and external functions, including strategy, communications, community engagement and data functions.

LEADERSHIP:

- Provide high level strategic thinking, visionary and adaptive leadership, and facilitation of the Family Solutions Collaborative.
- Serve as the official spokesperson for all FSC initiatives with the County, press and funders
- Oversee the direction and initiatives of the collaborative
- Work effectively with members of the collaborative and the Executive Committee
- Build and maintain relationships with community partners
- Develop, coach and mentor the FSC members and staff
- Participate as a member of various committees and /or community groups that support families who are experiencing homelessness
- Coordinate with other major initiatives in the community, as appropriate, to minimize redundancies and align strategies and actions to support the goal of Ending Family Homelessness by 2022
- Provide overall logistical support for meetings and work groups

FUNDRAISING AND MARKETING:

- Identify funding opportunities, write or oversee the completion of grant and funding opportunities
- Oversee the development of marketing materials, communications and website
- Engage with and/or facilitate community engagement with a broader audience, as appropriate, to build buy-in from additional stakeholders
- Note potential legislative agenda, policy, and funding recommendations with guidance of Collaborative and Executive committee and serve as a go-between among the initiative and other partners advocating for policies
- Develop a strategic plan for on-going funding to support the Family Solutions Collaborative's work to build a Family Response System and End Family Homelessness by 2022

COMMUNICATIONS:

- Foster one-on-one relationships with Collaborative members, Executive committee members and other key stakeholders
- Educate, network, and represent FSC and its priorities to local agencies and stakeholders
- Develop external communications materials and a comprehensive community engagement and communications plan
- Share organizational goals and direction to staff and FSC members, particularly related to internal decisions and strategy
- Ensure effective and open communication with FSC staff and members
- Provide yearly summary reports to the FSC Executive Committee and At-Large Members
- Respond to requests for information by community partners and allies as appropriate, in coordination with Collaborative and Executive committee

INTERNAL MANAGEMENT AND OVERSIGHT:

- Oversee all administrative/management aspects of the FSC.
- Manage FSC staff and systems and be accountable for nurturing the efficiency and effectiveness of both
- Review and authorize all program and contract reports prior to submittal to FSC Executive Committee

PROGRAM MANAGEMENT:

- Oversee the development of a regional set of strategies to support the FSC Strategic Plan and Initiatives.
- Monitor the FSC shared measurement system that will track common outcomes and indicators in line with FSC initiatives and use them to inform learning and continuous improvement.
- Monitor and analyze data and system trends to identify and inform ongoing system improvement
- Encourage sharing of best practices among the Collaborative members
- Monitor outcome indicators and performance measures related to initiative to evaluate progress and inform system improvement
- Analyze and monitor progress against specific strategies and goals identified by the driving initiatives
- Continue to develop outcome indicators and performance measures to evaluate progress and to inform system improvement

EDUCATION:

Bachelor's degree required, advanced degree preferred(??)

COMPENSATION:

This is a Full-Time, Exempt position and the annual compensation will be competitive. A comprehensive benefits package will be provided.

TO APPLY:

Please direct inquiries, nominations, and applications, including resume and a compelling letter of interest in confidence to:

Elizabeth Childs
Director of HR
8 Thomas – Irvine,CA. 92618
echilds@families-forward.org

Electronic submission is encouraged.