



Family Promise of the Lower Cape Fear is hiring for a Full-Time Executive Director

Are you a self-starter who has a passion for improving the lives of families in your community? Are you equally at ease talking to a donor, managing cash flow, and designing a brochure? Do you thrive in an entrepreneurial space and have experience building programs, operations, and teams? If so, Family Promise of the Lower Cape Fear (FPLCF) may be the right place for you!

We are seeking a passionate, committed leader to use their lived experience, vision, and connections to lead FPLCF. Family Promise is the national leader in preventing and ending family homelessness. As our Executive Director, you will work with community leaders, the faith community, donors, and nonprofit partners to have a significant impact on family homelessness and the affordable housing crisis. You will be effective at communicating the urgency of our mission and the success of our programs. You will serve a key role in advancing our core values including diversity, equality, inclusion, and accessibility.

The Executive Director will oversee all aspects of FPLCF to ensure the organization is high-performing and has the necessary resources to deliver on its mission. This position will excel at maintaining positive relations with partner entities, stakeholders, investors/ donors, board members, Family Promise national staff and media outlets. Simultaneously, the ED will have great business acumen, an entrepreneurial spirit, a passion for our mission, and a strong belief that homelessness can be rare, brief, and not marked by trauma.

Financial and Fundraising:

- A priority area of this role is to continue building the resources to support FPLCF.
- In collaboration with the Fundraising and Finance Committees, ensure that expenses are satisfied, and financial objectives are obtained.
- Pursue appropriate funding opportunities: grants, individual/congregation donations, corporate giving and special events.
- Manage the budget including cash flow and reserves.

Community Relations:

- Increase positive awareness for FPLCF.
 - Create more opportunities to represent the Affiliate to the media, government, corporations, and other nonprofit partners.
 - Build relationships with and regularly communicate with supporting agencies. Actively participate in providers' groups and other forums. Meet with community organizations to inform them of FPLCF.
- Maintain and create positive community partner relations and recruit new community partners.
 - Ensure volunteers are trained according to Family Promise standards.

- Ensure FPLCF updates are communicated to community partners and feedback is solicited from the partner network.

Board Relations:

- Engage board and its various committees to execute organizational goals and support recruitment of new members.

Supervisory Responsibilities

- Supervise staff including Case Manager, Volunteer Coordinator, Property Maintenance person and other staff and consultants as appropriate: set and ensure FPLCF meets organizational outcomes, programs have resources to deliver on its missions, families are cared for, handle any family crisis swiftly and compassionately.
 - Create and implement programs to enhance services provided to families.
 - Supervise staff and provide additional support to families.
 - Create partnerships in the community that will facilitate positive outcomes for FPLCF case management (landlords, employers, nonprofit partnerships, etc.)

Management & Administration:

- Lead a high-performing organization: volunteer, board, and staff management.
- Ensure procedures are documented and adhered to for all processes.
- Be on-call for emergencies during off-hours as scheduled. Oversee on-call scheduling.
- Maintain necessary records on operations, family outcomes and programmatic outcomes.

Accountability:

The Executive Director reports to the Board of Directors of FPLCF.

What we have to offer you:

- The salary for this position is competitive. This is a full-time, salaried, exempt position. The typical week is 40 hours and the Executive Director must be available to work nights, some weekends, and be on call.
- Strong national team support committed to your success.
- A comprehensive benefit package.

Minimum Qualifications

- Bachelor's Degree or relevant experience
- Strong written and verbal communication skills, particularly public speaking ability.
- Leadership and supervision experience.
- Demonstrated experience working collaboratively with community partners, volunteers, corporations, and boards.
- Knowledge of local community nonprofit and civic landscape.
- Demonstrated success in fund development and financial management. Experience with budgeting and fundraising is essential.
- The ability to think creatively and entrepreneurially.
- Maturity, compassion, and empathy for families served and an ability to relate to individuals from many different racial, ethnic, religious and class backgrounds.
- Ability to pass criminal background check.

How to Apply:

Submit cover letter and resume to Dr. Tom Barth, FPLCF Board President at tbarth1@charlotte.edu with “Family Promise of LCF Executive Director” in the subject line. Applications without cover letters will not be considered. Review of applications will begin upon receipt and until position is filled. Please use this as an opportunity to share what you would contribute to being the Executive Director of Family Promise of the Lower Cape Fear.

Family Promise provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.