



## **Position Announcement**

### **Executive Director**

The Board of Directors of the Sacramento Regional Coalition to End Homelessness [SRCEH] is seeking a dynamic Executive Director dedicated to our mission of ending and preventing homelessness in the Sacramento community.

**SRCEH mission:** *to end and prevent homelessness in the Sacramento region through policy analysis, community education, civic engagement, collective organizing, and advocacy.*

Founded in 2013, SRCEH is the leading regional homeless advocacy coalition whose supporters include people with lived experience of homelessness, direct service providers, legal services and civil rights lawyers, labor, interfaith community, and community advocates.

#### **Primary Responsibilities:**

##### **Management:**

- Ensure that SRCEH operations and programs are well-administered
- Ensure maintenance of database systems, including advocacy committees; supporters and donor lists; media list; and elected officials contact lists
- Ensure that SRCEH is in compliance with employment, tax and other applicable laws
- Other administrative tasks as needed

##### **Advocacy and Policy:**

- Develop policy positions regarding homeless issues in conjunction with the Board of Directors and community partners
- Develop advocacy campaigns to support the policy positions in coalition with community partners
- Engage community supporters and advocacy in providing testimony, both public and written, at public hearings and meetings
- Collaborate with state and national homeless and housing advocates engaging community supporters in policy and advocacy initiatives

##### **Research:**

- Research; write and disseminate annual Homeless Deaths report
- Develop and/or update SRCEH's numerous fact sheets [overview of homelessness and demographics; myths and facts about homelessness; economic justice; education of homeless children and youth; health equity; homeless civil rights; homeless environmental justice; homeless youth; safe parking programs; and systemic racism
- Create policy briefs as needed
- Develop grassroots, community-based questionnaires as needed; analyze and publish results as part of an advocacy campaign

##### **Communications:**

- Maintain and update SRCEH's website
- Write and disseminate SRCEH monthly E-news
- Prepare and disseminate SRCEH annual report
- Develop SRCEH social media presence
- Conduct media interviews as requested
- Prepare and disseminate SRCEH annual report
- Develop and disseminated Action Alerts as needed
- Submit op-eds to the media as needed

- Develop and maintain strong relationships with the media [print and electronic]
- Develop and maintain strong relationships with elected officials, public agency staff and ally organizations

**Fund Development:**

- Lead all fundraising activities including participating in the annual Big Day of Giving; online appeals to members and supporters
- Maintain strong relationships with current funders, organizational supporters and individual donors, including sending out timely acknowledgements of financial contributions
- Seek new grant opportunities that align with SRCEH's mission
- Ensure timely reporting to funders and that grant obligations are carried out in an effective manner

**Financial Oversight:**

- Provide oversight of revenue, expenses, including accounts payable and receivable
- Create monthly financial statements for the SRCEH Board of Directors
- Meet monthly with the Board of Directors to review the monthly financial statement
- Prepare an organizational cash-flow analysis as needed
- Prepare the annual organizational budget

**Board of Directors Relationships:**

- Serve as the primary contact for the Board of Directors
- Work with Board chair to develop draft monthly board agendas;
- Email board packet – includes agenda; monthly financial statement; monthly staff report and any background materials
- Participate in monthly board meetings with updates on agenda items and participate in strategic discussions
- Keep board up to date on key organizational developments

**Skills, Experience and Values:**

- Strong belief in SRCEH's Founding and Guiding Principles [posted on our website: [www.srceh.org](http://www.srceh.org)]
- Prefer experience working in the field of homelessness, as an advocate and/or community organizer
- Prefer experience grant writing and other fund development activities
- Strong written and verbal skills
- Strong interpersonal skills including ability to work collaboratively with a diverse group of stakeholders
- Quick learner if you do not have all the skills necessary to fulfill the job responsibilities
- Ability to work in a fast-paced environment and adapt quickly to change

**Location:** Sacramento, CA with the ability to work remotely

**Salary and Benefits:** Full-time [flexible hours] salaried position with medical, dental plan and competitive vacation and sick leave policy. Salary depends on experience, with a salary range between \$45,000 - \$60,000

**Instructions for applying:** Please submit your cover letter, resume and contact information for a minimum of three references to "ED Search" [bob@srceh.org](mailto:bob@srceh.org). This position is open until filled.

***SRCEH is an equal opportunity employer***