



Tarrant County Homeless Coalition

Executive Director

DESCRIPTION

Tarrant County Homeless Coalition (TCHC) seeks an Executive Director to serve as President of the nonprofit corporation and chief executive for the lead agency of the Fort Worth/ Arlington/ Tarrant and Parker Counties Continuum of Care. As the backbone organization for a multi-system collective impact movement, TCHC's mission is to lead, coordinate and develop strategies and resources to end homelessness.

TCHC administers the HMIS (Homeless Management Information System), facilitates the coordinated entry process, and serves as the collaborative applicant for approximately \$15M per year of public funding. Agency operations are organized in four teams: Continuum of Care (CoC) Planning; Systems Integration (including Coordinated Entry); HMIS & Information Technology; and, Administration and Development.

ABOUT TCHC

TCHC, formed in 1989, was originally a volunteer managed organization providing oversight and planning in homeless housing and services. In 2008, it hired its first Executive Director and in 2017 has a staff of 15 FTEs and an operating budget of \$1.5 million including more than \$1 million in Federal grants.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Oversee all aspects of corporate operations including administration, finances, HR, fundraising, program development, public relations, marketing, and communications
- Provide visible and effective leadership in the community-wide movement to end homelessness
- Lead, develop, and supervise professional team responsible for project management and administration of the HMIS, Systems Integration (including coordinated entry process), and Continuum of Care planning and monitoring activities
- Responsible for the successful submission of the annual HUD Continuum of Care Program Grant including the facilitation of a fair and transparent local COC project competition
- Provide expert knowledge and oversee COC continuous improvement and compliance activities
- Facilitate inter-agency problem solving to remove barriers and improve service delivery to access to housing and services by persons experiencing homelessness
- Oversee the successful implementation of the Direct Client Services Fund program
- Serve as the primary spokesperson and subject area expert on the nature and extent of homelessness as reported by the agency

- Maintain strong communications with the TCHC Board of Directors and the Continuum of Care Board of Directors
- Provide TCHC staffing for all TCHC Board and COC Board committee meetings
- Oversee all aspects of the financial management of the organization including budget preparation and monthly reporting, working with contracted CPA and auditing services.
- Develop and direct all marketing and agency communications and special events including the Point-In-Time Count, luncheons, fundraisers, and public presentations

STATEMENT ON DIVERSITY

The staff, customers, stakeholders, and colleagues of the Tarrant County Homeless Coalition reflect the diversity of our community. TCHC's services conform to Federal Fair Housing Laws and the City of Fort Worth's public policies on non-discrimination. Employees of TCHC are expected to treat all persons with dignity and respect without regard to race, creed, color, sex, religion, disability, mental illness and/or addictions (diagnosed or not), age, national origin, familial status, source of income, criminal background, sexual orientation, transgender, gender identity or gender expression.

REQUIREMENTS

- A Bachelor's Degree is required; relevant Master's Degree preferred
- Demonstrated senior management experience in a non-profit setting working with a board of directors; 5+ years preferred
- Experience working with publicly-funded programs required; Continuum of Care, Emergency Solutions Grant, Runaway and Homeless Youth, Housing Opportunities for Persons with AIDS, or VA homelessness program experience preferred
- Innovative leadership, vision, and strategic planning and management
- Demonstrated record of accomplishment working collaboratively to build a movement and achieve measurable outcomes
- Proven fundraising ability
- Exceptional oral and written communication skills including the ability to effectively communicate in a variety of formats and venues, such as one-on-one and group presentations, both casual and formal
- Ability to instill confidence, credibility, and trust with Board, staff, partners, leaders, politicians, funders, and the community at large
- Effective project management and experience in monitoring and measuring success of programs and initiatives and achieving quality results
- Good proficiency in use of Microsoft Office, Adobe Acrobat, and common social media software tools

BENEFITS

Salary commensurate with skills and experience and includes 90% paid medical and life insurance premiums and vacation.

HOW TO APPLY

To be considered for this position, please e-mail your resume (including 5-year salary history), cover letter describing relevant work experience, and the names and contact information of at least three professional references to TCHC@AHomeWithHope.org. Review of applications will begin July 7, 2017, and may continue until the position is filled. Incomplete submissions will not be considered. TCHC is an equal opportunity employer. A pre-employment background check is required.