



# PARTNERS IN CARE

Oahu's Continuum of Care

*Our mission is to eliminate homelessness through open and inclusive participation and the coordination of integrated responses.*

## JOB DESCRIPTION

<b>Position:</b>	Executive Director, Partners In Care (PIC)
<b>Reports to:</b>	PIC Board of Directors
<b>Position Type:</b>	Full time, Exempt
<b>Salary:</b>	\$90,000 - \$100,000 dependent on experience
<b>Benefits:</b>	Medical, Vision, Dental, Prescription Drug & Flex Spending; group Life and Long Term Care Insurances; 401 (K) Retirement Plan, Generous PTO plans.
<b>Location:</b>	Partners In Care, 200 N. Vineyard Blvd., Suite 210, Honolulu, HI 96817
<b>Agency:</b>	Partners in Care is a planning, coordinating, and advocacy alliance that develops recommendations for programs and services to fill needs within Oahu's Continuum of Care for persons experiencing homelessness. See <a href="http://www.partnersincareoahu.org">www.partnersincareoahu.org</a>

**Primary Purpose:** The Executive Director is responsible for the professional leadership and management of O'ahu's Continuum of Care to further the strategies and objectives of PIC in accordance with the Department of Housing and Urban Development (HUD) policies and the PIC governance charter. The Executive Director will foster coordination and cooperation among diverse groups. Diplomatic and courteous engagement with policy makers, state and local leaders, funders, housing and service providers and staff are key attributes required of this position. The primary purpose is to build capacity, strengthen and maintain partnerships and further the systematic development of the process of ending homelessness on O'ahu.

### **Major Responsibilities Include, but are not limited to:**

#### **Board Relations:**

- Execute Board strategies and plan
- Support Board of Directors in the conduct of their fiduciary and leadership responsibilities through transparent and timely reporting and effective communication
- Provide monthly reports to Board on management activities

#### **Operations Management:**

- Oversee member development and engagement
- Ensure contractual compliance with existing and new grant contracts
- Ensure organizational compliance with state and federal laws
- Ensure all organizational policies are up to date

#### **Financial Management:**

- Manage existing sources of revenue and expenses and provide monthly financial reports to Board of Directors
- Prepare annual budget and assume final responsibility for proper accounting and fulfillment requirements related to tax status.



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- Ensure compliance with all federal, state, and contractual laws, rules and regulations

## **Fund Development:**

- Ensure financial stability of the organization by developing new sources of revenue
- Lead fundraising planning and implementation (grants, sponsorships, contracts, and donations)

## **Human Resources:**

- Recruit, select, hire, train, supervise and evaluate all staff and consultants
- Maintain a climate that attracts, retains, and motivates a diverse staff of qualified personnel
- Coordinate and lead staff meetings
- Work with Board of Directors to develop and implement personnel policies

## **Communications/Community Relations:**

- Collaborate with Communications Committee in development and implementation of communications plan for PIC
- Oversee education and training to the broader community that energizes the community's response to homelessness
- Develop positive working relationships with community leadership
- Represent organization as primary spokesperson through public speaking and media
- Seek marketing and branding opportunities, including through use of social media
- Ensure a team-orientated and collaborative environment across the COC that fosters healthy dialogue and opportunities to be proactive and creative in our efforts to end homelessness

## **Administration and Governance:**

- Oversee planning, implementation and reporting of annual Point in Time Count, in collaboration with Bridging the Gap and government partners
- Design and carry out the annual collaborative process for submission of the CoC consolidated application to HUD
- Ensure successful completion of all HMIS-related reporting
- Oversee the development and utilization of data to inform decisions and accountability
- Assist with monitoring recipients and sub-recipients and enforcing compliance with program requirements, and any other HUD compliance activities as required.
- Oversee best practices implementation of Coordinated Entry System (CES), including of HMIS and software vendor
- Participate in all Board committees: Communications, Planning, Organizational Development, Finance, Advocacy, Awareness, Data, CES Oversight

## **Advocacy:**

- Participate with Advocacy Committee's legislative advocacy in furtherance of PIC's goals to reduce homelessness

## **Partnerships/Collaboration:**

- Work collaboratively with the City & County of Honolulu and State of Hawaii to understand and influence local policy direction and consolidated planning processes



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- Develop and maintain collaboration with Bridging the Gap (Neighbor Island Continuum of Care)
- Develop and manage collaborative relationships with developers, funders, service providers, government agencies, policy makers, advocates, and other community stakeholders
- Develop and implement a collaborative and healthy organizational culture within PIC and among PIC member agencies

**Other Duties/Functions:**

- Perform other duties as required by the position and the PIC Board of Directors.

*Note: PIC reserves the right to assign additional duties and to add, delete or modify any essential or marginal job functions.*

**WORKING CONDITIONS:** Indoors in air-conditioned office with need for regular travel to off-site meetings and community events.

**EQUIPMENT USE:** Frequent use of computers, printers, and other standard office equipment. Frequent use of an automated telephone system with phone messaging. Occasional use of copy machine, FAX machine, file cabinets and hand truck.

**MINIMUM QUALIFICATIONS:**

1. Bachelor's degree from a 4-year accredited institution with a focus in social work, business administration, public health, human services, or a related field.
2. Three (3) years of progressively higher administrative and leadership responsibility in a health or human services work environment.
3. Experience with preparing, implementing, and reporting of organizational budgets, and writing and submission of grant and government contract proposals.
4. Ability to collaborate effectively with diverse stakeholders in both public and private sectors
5. Knowledgeable about available community resources.
6. Strong oral and written communication skills with a diverse audience.
7. Experience with easily interacting and working with stakeholders in all parts of the community and with individuals from a variety of socio-economic, ethnic, cultural, and other demographic backgrounds.
8. Clear pre-employment reference checks, clear driver's abstract, access to properly insured vehicle.
9. Proficient in Microsoft Word, Excel, PowerPoint and all other Microsoft Office suite products.
10. Ability to work independently as well as a part of a team, including coordination with the PIC Board of Directors and the PIC General Membership.
11. Experience as organizational spokesperson with community and media

**PREFERRED QUALIFICATIONS:**

1. Graduate degree from an accredited institution with a focus in social work, business administration, public health, human services, or a related field.



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2. Two (2) or more years of experience in a leadership capacity for a health or human services organization that focuses on low-income or homeless communities.
3. Knowledge of available/potential funding sources for PIC activities.
4. Working knowledge of barriers to housing and self-sufficiency challenges for individuals and families experiencing poverty and homelessness.
5. Working knowledge of and experience with the Homeless Management Information System (HMIS).