# Hospitality House of Charlotte

Job Description

**Job Title: Executive Director**

Reports To: Board of Directors

Hours: 40 /week

Flexible

Scheduled

On-Call

Status:

Exempt

Nonexempt

Type of position:

Full-Time

Part-Time

Contract

# Job Purpose:

# Hospitality House of Charlotte (HHOC) is seeking a highly motivated, experienced and mission-focused professional to lead their organization as the Executive Director. This individual will provide the strategic leadership for the organization by working with and through the board of directors and staff to advance the mission and to meet the annual goals and objectives. He or she is ultimately responsible for maintaining and building the strength of the HHOC brand in the community, and for the sound general management of the organization. This person will also be expected to establish and maintain positive working relationships with the board of directors, staff, volunteers, donors, and the community at large. This role requires the ability to operate at both a strategic and tactical level.

# Summary of Duties:

With the support of the board of directors and staff, the Executive Director will be responsible for the following:

**Governance**

* Understand and implement all HHOC policies, procedures, and By-Laws.
* Consistently communicate with the BOD so that they are informed on the state of HHOC and important factors influencing it.
* Work with the committees as appropriate for oversight of HHOC needs.
* Facilitate the onboarding of new board members and viability of future board needs.
* Ensure the board has fiduciary and legal oversight by communicating high level needs and concerns.
* Ensure that mission drift does not occur including overseeing policy changes within HHOC.

**Strategic Planning**

* Work in conjunction with the board on long term strategies for mission viability.
* Ensure short and long term strategies for development, finance, and operations.
* Plan and participate in, as appropriate, the board retreat and strategy meetings.

**Development & Marketing**

* Work closely with the Development Director (DD) on donor related activities including meeting with key donors, corporate partners, and high net-worth individuals.
* Ensure the development plan is strong and diverse in funding streams.
* Serve as the face of the organization in public relations matters, major events, media interviews, etc.
* Support the development team with regard to fundraising, events, marketing and written communication materials. This includes contributing to the writing and production of materials as needed.
* Support grant making efforts through in person meetings, assisting in writing grants and approving grants as requested by the development team.
* Champion the branding and vision of HHOC and ensure the mission is communicated consistently internally and externally.
* Liaisons with stakeholders, including by not limited to, referring sources, volunteers, and HHOC guests

**Finance**

* Work closely with the Finance Director and Finance Committee to ensure strong oversight of all financial matters.
* Create the budget in conjunction with the Finance Director and Development Director.
* Communicate budget or financial adjustments to the BOD and appropriate stakeholders throughout the year.
* Ensure the organization makes fiscally appropriate and compliant decisions based on the goals of the organization.

**Administration/Operations**

* Lead the overall management of HHOC.
* Utilize best practices with job descriptions, performance evaluations, and administration of benefits and pay.
* Supervise and provide accountability to staff per the staff organizational chart.
* Create and maintain an atmosphere that attracts, retains and grows a diverse team.

# General Responsibilities

* Carries out the mission of Hospitality House of Charlotte
* Able to manage time wisely to meet goals
* Carries out tasks completely
* Understands the importance of customer service skills
* Takes initiative
* Contributes to the team as a whole
* Flexible and adaptable to change

# Qualifications

The following qualifications are the minimum requirements necessary to adequately perform this job. However, any equivalent combination of experience, education and training which provides the necessary knowledge, skills and abilities will be considered, subject to any legal and/or regulatory requirements.

**Position Requirements**

The Executive Director must have at least 3 years managing a nonprofit with a preference for 5 or more years of total experience. The successful candidate will have experience leading planning efforts and running operationally effective organizations that have multiple functional areas.

Specific Requirements Include:

* Breadth of knowledge with various nonprofit funding sources and trends.
* Fundraising and development passion.
* Experience in public speaking.
* Track record of strong rapport building effective working relationships across diverse groups of people.
* Demonstrated writing skills.
* Experience managing of an operating budget over $700k.

Priority Consideration:

* Capital Campaign experience
* Strong Charlotte connections
* Advanced degree
* Greater than 5 years as an executive director