



TJACH Executive Director Job Description

Job Title: Executive Director
Reports to: TJACH Board
Physical location: Charlottesville, Virginia
Initially TJPDC Office (401 E. Water St.)
Permanently at First Street Church Project Building
(112 W. Market St.)

Background: The Thomas Jefferson Area Coalition for the Homeless (TJACH) is a newly formed 501 (c) 3 organization created to serve as the regional coordinating agency for homeless services in the Thomas Jefferson Planning District, which consists of the City of Charlottesville and the Counties of Albemarle, Fluvanna, Greene, Louisa and Nelson. TJACH has existed as a broad-based coalition of individuals and organizations since 1998 and has been the Continuum of Care entity for the region since its inception. The Community Plan to End Homelessness recommended establishing a lead organization on homelessness and TJACH formally decided to step into that role in May 2008. The TJACH Board held its organizational meeting on October 29, 2008. The Thomas Jefferson Planning District Commission (TJPDC) currently provides meeting space and staff support for TJACH. TJPDC had a staff position for the Homeless Management Information System (HMIS) Administrator up to September 2008. Grant funding for the HMIS position ended November 30, 2008.

Vision: To end homelessness by ensuring a sufficient supply of permanent housing and supportive services for those who are homeless or at risk of homelessness and to create and enhance community by providing a centralized space for resource providers.

Summary of Position: This position is responsible for the overall leadership of TJACH and the First Street Church Project (FSCP) building. As the lead organization, TJACH's main activities will be coordination and facilitation, planning, research, advocacy, fundraising, data collection and analysis, convening work groups and serving as the Continuum of Care entity. The Executive Director is responsible for implementing the Community Plan to End Homelessness and will oversee operations of the FSCP building to facilitate inter-agency collaboration. The Executive Director will be the only staff for TJACH until sufficient funds are raised to hire an HMIS Administrator, administrative assistant, and staff to manage and operate the FSCP building.

Duties and Responsibilities:

- Provide leadership to community partners to implement the community plan to end homelessness, through:
 - Data collection and analysis
 - Convening standing and ad hoc groups
 - Coordination and leadership
- Manage all aspects of the nonprofit organization including staffing, budgeting, and fundraising.
- Oversee the daily operations of the FSCP building, a dynamic, multi-purpose community space that features centralized resources for the hungry, disadvantaged and homeless.
- Prepare for and act as lead staff for meetings of the TJACH Board, TJACH Service Providers Council, and FSCP Building Management Committee
- Advocate for the homeless, serve as the spokesperson for TJACH with the media, and represent the organization at public events.

Essential Skills:

- Knowledge of non-profit organizations and methods and techniques of program planning, and evaluating program needs, effectiveness and outcomes/results
- Consensus building and partnership development
- Excellent oral and written communication
- Strategic planning and project management
- Supervisory skills for both paid staff and volunteers
- Analytical and organizational skills and creative problem-solving
- Fundraising, grant-writing and grant administration

Education and experience:

- Graduation from an accredited four-year college or university with a degree in business, public health, social work, public administration, or a related field. Post graduate or master's degree is preferred. Extensive, related work experience may be substituted for all or part of the educational requirement.
- Five years of progressively responsible management experience in a non-profit environment or related experience.

Salary and Benefits:

- Salary range of \$50,000 to \$70,000 annually, commensurate with experience and education.
- Benefits include health insurance and retirement benefits.