

## Volunteer Ministry Center Seeks Chief Executive Officer



The Volunteer Ministry Center (VMC) located in Knoxville, Tennessee, is searching for a dynamic, innovative leader who has a passion for the work of service to the homeless to serve as the organization's chief executive officer. VMC is engaging the Alliance for Better Nonprofits to facilitate a professional executive search.

### **ORGANIZATIONAL OVERVIEW:**

VMC is a non-profit 501(C)(3) organization that offers specialized services to individuals experiencing homelessness and those within our community who are in crisis. The agency's programs support its two-fold mission of facilitating permanent supportive housing for those who are homeless and providing services to prevent homelessness. VMC has an annual budget of nearly \$3 million funded through governmental grants, individual donations, fundraisers, foundations, and congregations. The agency has 32 full-time employees, 16 part-time employees and 250 volunteers supporting the mission.

### **QUALIFICATIONS:**

- Bachelor's degree – Master's in nonprofit management or social work preferred
- 10+ years experience in the social service field and nonprofit management
- Demonstrated track record of fundraising success
- Excellent leadership capabilities
- Experienced communications/crisis management skills
- Knowledge in managing and developing permanent supportive housing
- Experience in human resources and personnel management including compensation issues and performance evaluation
- Alignment with VMC organizational values

### **KEY RESPONSIBILITIES/ESSENTIAL DUTIES:**

*Board of Directors Liaison* — The CEO reports to the Board of Directors (BOD). The CEO actively serves on BOD committees as well as special committees and projects authorized by the BOD. The CEO works with committee chairs to plan and coordinate their work and facilitate the implementation of approved plans.

*Advocacy* — The CEO is the organization's public face and should have comprehensive and authoritative knowledge of the best practices relative to the experience of homelessness. The CEO needs to be knowledgeable of the "cutting edge" short- and long-term homelessness solutions, such as Housing First, harm reduction, the impact of trauma, case management basics, and other issues related to the experience of poverty. The CEO effectively communicates and interprets best practices to the community at-large (individuals, media, civic leaders and city/county government leaders).

*Fundraising and Resource Development* — The CEO inspires the BOD Development Committee and the agency’s Development Department to reach new levels of success in fundraising and resource development to meet the organization’s financial goals. The CEO helps in the developing, interacting and soliciting of donations from private, public and corporate sectors and helps to guide the BOD and Development Department towards the conclusion of revenue-generating activities including events, grant writing, and other fundraising streams

*Personnel Management and Operations* — Working in cooperation with senior leadership, the CEO is responsible for directing, mentoring and evaluating the staff to achieve VMC’s goals and objectives. The CEO is responsible for ensuring the agency’s facilities are safe, clean and well-maintained. VMC operates 105 units of permanent supportive housing and an on-site dental clinic.

*Communications* — The CEO is the “storyteller” and “messenger” of the VMC narrative. Effective and persuasive speaking and writing skills are required. In the public forum, the CEO is often in a situation where controversy arises requiring the ability to speak passionately yet calmly in a controlled manner. In addition, the CEO is the VMC spokesperson for media relations and oversees the agency’s social media presence with a goal of expanding electronic fundraising capabilities.

*Community Networking* — The mission of ending and preventing homelessness is a community issue, and VMC does not exist in isolation when addressing these issues. The CEO works collaboratively and cooperatively with the varied community partners to nurture such partnerships.

*Financial integrity and transparency* — The CEO must have a thorough knowledge of nonprofit financial accounting and reporting requirements. VMC strives to ensure financial transparency through the annual audit and accounting requirements that are timely and precise and ensures all established internal protocols are followed to comply with all legal requirements.

*Development of Permanent Supportive Housing* — VMC has developed 105 units of PSH in the last 10 years and continues to look for opportunities to provide appropriate housing for those in need. The CEO uses the talents of the BOD members and specialists in tax credits and local, state, and federal programs to help develop additional PSH in the community.

**SALARY RANGE:**

\$110,000-\$120,000

**BENEFITS:**

401K, health insurance, dental insurance, and paid time off.

**HOW TO APPLY:**

To officially apply, email a resume and personalized cover letter to [elle@nonprofit-leadership.com](mailto:elle@nonprofit-leadership.com) by October 11, 2022. In the cover letter, please address how your leadership would translate to a reduction in homelessness.