

JOB DESCRIPTION FOR VMC's CEO POSITION

The Volunteer Ministry Center (VMC) is in search of a dynamic, innovative leader who has a passion for the work of service to the homeless population in Knoxville to serve as its chief executive officer (CEO).

Position Title : CEO

Reports to: VMC's Board of Directors (BOD)

Date: October 6, 2023

Overview of VMC:

VMC is a not-for-profit organization that offers a wide range of specialized services to adult individuals experiencing homelessness and those who are in crisis. VMC's programs support the mission of ending and preventing homelessness by facilitating permanent supportive housing for the unhoused as well as other social services. VMC has an annual budget of \$3.39 million, which is funded by individual donations, foundations, church and other congregations, and government grants. The agency has 38 full time employees, 10 part time employees, and scores of volunteers, all of whom are passionate about and dedicated to the mission.

Salary Range: \$85,000-\$115,000

Salary and Benefits: The total compensation package is competitive for a nonprofit of this size. Benefits include 401K, health insurance, dental insurance and paid time off.

Qualifications:

Bachelor's or Master's degree in non-profit management is preferred

5-10 years of experience in the field of social services and non-profit management

Demonstrated track record of fundraising success

Excellent leadership capabilities

Excellent communication and crisis management skills

Experience in developing and managing permanent supportive housing

Human Resource and personnel management skills including compensation issues, performance measurement and care for VMC Staff

Expectations and Standards:

In performance of his or her tasks, duties and responsibilities, the CEO will:

Embrace and abide by VMC's values, including compassionate care for our unhoused "neighbors"

Interact professionally and personably with neighbors, staff, volunteers, and representatives of other agencies

Work effectively with the BOD as a team contributor as well as working independently and with initiative whilst keeping the BOD informed

Express in words, demeanor, and actions an enthusiasm for the mission of preventing and ending homelessness in Knoxville

Key Responsibilities:

Attendance and active participation at all BOD meetings, including standing and special committees. The CEO shall work closely with committee chairs to plan, coordinate and implement stated committee goals and plans.

The CEO is the face of VMC and must have comprehensive knowledge of VMC's practices relative to the experience of homelessness and be able to communicate this knowledge effectively, calmly, and authoritatively in all situations.

The CEO will inspire the BOD Development Committee and VMC's Development department to strive for higher levels of fundraising success and will actively participate in developing, interacting with, and soliciting donors from the private, public, corporate and governmental sectors.

In coordination with leadership staff, including the Chief Financial Officer, Chief Development Officer, the Director of the Clinical Staff and the Human Resources Director, the CEO is responsible for directing, mentoring, and evaluating staff to achieve VMC's goals and objectives. The CEO will be a true "servant leader" by connecting with each staff member while shepherding, mentoring, and leading them.

The CEO is ultimately responsible for ensuring that VMC's plant facilities are safe, clean and well-maintained.

Since VMC's mission of preventing and ending homelessness is a community issue, the CEO is expected to work collaboratively and cooperatively with like-missioned community partners.

The CEO is expected to be fluent in non-profit financial accounting, reporting and oversight, ensuring financial transparency and accountability, including legal requirements.

To date, VMC has developed 105 units of permanent supportive housing (PSH) and the agency continues to look for opportunities to provide additional housing for our neighbors. The CEO will be well versed in the funding sources for the development of PSH and will use the talents of the BOD in this area.

The CEO position will require some night and weekend service.

Resumes should be sent to VMCCEOSearch23@gmail.com