

**CHIEF EXECUTIVE OFFICER**  
**Community Alliance for the Homeless, Inc.**

REPORTS TO: Board of Directors  
DIRECTLY SUPERVISES: Chief Operating Officer  
PAY RANGE: \$115k-\$120k

**SUMMARY:** The Chief Executive Officer is the Chief Administrative Officer of Community Alliance for the Homeless (CAFTH) and shall perform all duties and exercise all power as may be prescribed by the Board of Directors. The position reports directly to the Board of Directors. The Chief Executive Officer shall have the authority to execute contracts on behalf of CAFTH except where required by law or funding agency to be otherwise executed and except where the execution thereof shall be expressly reserved or otherwise delegated by the Board of Directors. The Chief Executive Officer is the key management leader of CAFTH. The Chief Executive Officer is responsible for overseeing the administration, programs, and strategic plans of the organization. Other key duties include fundraising, marketing, and community outreach.

**DUTIES AND RESPONSIBILITIES:**

**Collaborative Applicant/Lead Agency:** Ensure that CAFTH fulfills all duties required to maintain its HUD designation as the Collaborative Applicant/Lead Agency for the Memphis/Shelby County Continuum of Care (CoC).

**Board Governance:** Works with the Board to fulfill the organization's mission.

- Responsible for leading CAFTH in a manner that supports and guides the organization's mission as defined by the Board of Directors.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions

**Financial Performance and Viability:** Develop resources sufficient to ensure the organization's financial health.

- Responsible for fundraising and developing other revenues necessary to support the mission of CAFTH.
- Responsible for the fiscal integrity of CAFTH, including submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the organization's financial condition.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintains the organization's positive financial position.

**Organization Mission and Strategy:** Work with the Board and staff to fulfill the mission through programs, strategic planning, and community outreach.

- Responsible for the implementation of programs that carry out the organization's mission.
- Responsible for strategic planning to ensure that CAFTH can successfully fulfill its mission in the future.
- Responsible for enhancing CAFTH's image by being active and visible in the community and working closely with other professional, civic, and private organizations.

**Organization Operations:** Oversee and implement appropriate resources to ensure the organization's operations are appropriate.

- Responsible for the hiring and retention of competent, qualified staff.
- Responsible for the effective administration of CAFTH operations.
- Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.

## **JOB RESPONSIBILITIES:**

- Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising, and increasing the organization's overall visibility.
- Supervise and collaborate with CAFTH staff.
- Strategic planning and implementation.
- Planning and operation of the annual budget.
- Serve as CAFTH's primary spokesperson to the organization's constituents, the media, and the general public.
- Establish, maintain, and grow relationships with various organizations and utilize those relationships to enhance CAFTH's Mission strategically.
- Engage in fundraising and developing other revenues.
- Oversee marketing and other communications efforts.
- Oversee CAFTH Board and committee meetings.
- Establish employment and administrative policies and procedures for all functions and the day-to-day operation of the nonprofit.
- Review and approve contracts for services.
- Other duties as assigned by the Board of Directors.

## **SUPERVISORY RESPONSIBILITIES:**

- Directly supervises the Chief Operating Officer.
- Carry out supervisory responsibilities following the organization's policies and applicable laws.
- Responsibilities include supervising the hiring process, including the interviewing, hiring, and training of employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

## **QUALIFICATIONS:**

- Master's Degree in Human Services or related field. Five (5) years of additional director experience in senior management may be substituted for a Master's Degree.
- Minimum of ten (10) years of experience in a supervisory role or equivalent (such as in middle or senior management and/or as COO), preferably in social services and/or housing development.
- Experience working with people experiencing homelessness or populations with special needs is strongly preferred.
- Demonstrated experience developing, implementing, administering, and evaluating systems and programs in a non-profit, public sector, or similar environment.
- Fundraising experience, including marketing, special events, and developing donors.
- Experience with a variety of grant sources, such as local, state, and federal agencies, foundations, or corporations.
- High level of communication skills, both written and verbal.

*The above is intended to describe the general content of and requirements for the performance of this job. It should not be construed as an exhaustive statement of duties, responsibilities, or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

To apply, please visit:

<https://app.loxo.co/job/MTAyMDItNHU0MDhlbWprenl3dzU3aw==?t=1729628438109>