

Executive Director (Full-Time)

Family Promise of Knoxville

3545 Middlebrook Pike, Knoxville, TN 37921

Please send a Cover Letter & Resume to: Board@FamilyPromiseKnoxville.org

Job Description

Overview

Family Promise of Knoxville is seeking a well-qualified individual to serve as its Executive Director (ED). The ED provides leadership for FPK by articulating and advocating the organization's vision, mission and values.

Family Promise of Knoxville (FPK) is a 501(c)(3) nonprofit organization that unites with the community to provide prevention, diversion, and temporary non-emergency housing to families with children experiencing housing instability. FPK is one of the over 195 affiliates of Family Promise, Inc., which was established in 1986. FPK opened its doors in 2005 with the mission to help homeless and low-income families achieve sustainable independence. Our vision is a community in which every family has a home, a livelihood, and a chance to build a better future together.

Duties

- Fiscal and general management of FPK's operations including but not limited to operational planning, staff management and development, case and program administration, fund development, public relations, facility management, board of director education and engagement, and other related tasks
- Build broad support for FPK and cultivates organizational growth through building relationships among a wide-ranging network of volunteers, donors, community members, and the general public to achieve FPK's goals
- Represent the FPK affiliate and actively participates within the national program.
- This is a full-time, salaried position that is hired by and directly accountable to FPK's Board of Directors. The ED supervises two full-time and one part-time staff.
- The ED is expected to participate in the on-call rotation along with staff
- Night and weekend work intermittently required.

Requirements

- Bachelor's degree in related field; advanced degree preferred
- Minimum of three years related experience working in and around non-profit organizations
- Experience working with issues impacting housing instability helpful but not required
- Minimum one year management/supervisory experience
- Experience working in an environment requiring flexibility
- Has strong written and verbal communication skills
- Comfortable with frequent public speaking engagements

- Demonstrated ability developing and implementing fundraising strategies, including capital campaigns
- Proven experience building and sustaining community relationships/partnerships. Must be comfortable working in an interfaith community
- Demonstrated experience with grant writing and identifying new grant opportunities
- Outstanding organizational, analytical, prioritization, delegation, judgment, and problem-solving skills
- Proficient with MS Office software, including Word, Excel, PowerPoint and Publisher. Familiar with and proficient in database programs and program report development. Familiar with the use of social media as a marketing tool
- Desires to work in community service and is comfortable advocating for those experiencing housing instability

Salary Range: \$70,000 to 75,000

Benefits:

- Dental Insurance
- Health Insurance
- Paid-Time Off
- Vision Insurance

Schedule:

- Monday to Friday
- On call
- Weekends as needed

Experience:

- Fundraising: 3 years (Required)
- Grant writing: 1 year (Required)
- Management: 1 year (Required)

Ability to Relocate:

- Knoxville, TN 37921: Relocate before starting work (Required)

Work Location: In person