



EXECUTIVE DIRECTOR, FAMILY PROMISE OF ROANE COUNTY

About Family Promise of Roane County

Family Promise of Roane County (FPRC) is a nonprofit organization, located in Rockwood, TN, established to help serve homeless children and their families in Roane County. It is one of over 200 affiliates of the national Family Promise organization, which has been successful for twenty-five years and has served over 400,000 people—mostly children. The mission of Family Promise of Roane County is to help homeless children and their families by providing food, shelter, and support services to help each family find safe and sustainable housing.

Executive Director Position Summary

FPRC seeks a full-time Executive Director to provide direct services to our guest families.

To oversee the provision of case management to families experiencing homelessness and to coordinate program components of Roane County Family Promise (FPRC), for effective delivery of services. Providing programs and support to prevent homelessness and increase community awareness.

ACCOUNTABILITY

The Executive Director reports to the Board of Trustees of Family Promise of Roane County with the Board Chairperson as the primary contact. There will be a probationary period of 120 days after which the Executive Director will receive a performance review. A background check will be completed prior to employment.

Essential Functions:

- Represent Family Promise to the community including involvement with social media, news organizations and other social service agencies.
- Serve as primary point of contact for all seeking services through FPRC: providing intake interviews, identifying immediate needs, offering referrals and direct assistance, as well as longer-term case management, training, and advocacy.
- Manage Family Promise of Roane County employees.
- Manage interns and volunteers, as needed, along with the Operations Coordinator.
- Funding development and maintenance in association with grants as they would pertain to this non-profit organization.
- Establish and manage shelter sites with host churches. This includes routine communications and support to all host churches, includes but is not limited to; coordination and volunteer host coverage as needed.



- Coordinate established programs such as the Newsletter, Prevention and Diversion, Community Events and the preservation of the services of Roane County Cooperative Ministries.
- Train coordinators and hosts in all new host churches. Conduct at least annual volunteer training thereafter.
- Maintain records on Affiliate operations and guests' progress. Provide reports for the Board of Trustees and to funding resources. Provide annual statistics and other information to Family Promise National.
- Be on call for emergencies during off hours as scheduled.
- Manage daily expenses and other operational duties as requested by the board.
- Work with board committees developing a team approach.
- Participate in fund development in conjunction with the board. Pursue and complete grants and additional funding resources.
- Assist the Recruitment Committee to provide information and opportunities to prospective host and support organizations.
- Communicate and cooperate with Family Promise National.
- To work a flexible schedule as needed; including occasional evening, weekend hours and holidays as necessary for the success of the program.

EDUCATION AND EXPERIENCE:

- Bachelor's degree from an accredited school, Masters preferred
- Experience in a social services environment
 - three years' experience in social services
 - One year minimum of management experience preferred

Qualifications:

- Demonstrated experience in counseling guests in a social service setting.
- Demonstrated excellent communication skills with families and public presentations.
- Demonstrated excellent leadership and management skills for crisis situations.
- Experienced with Microsoft Office to create/present professional reports, communications, analysis reports and slideshows.
- Experience with managing multiple projects in a fast-paced environment successfully.
- Demonstrated successful inclusive communications among a diversified community fostering collaborations and successful case management.

Featured Benefits:

- Salaried Position: annual salary range \$60K with negotiations based upon experience



- Paid Time Off (PTO)
- Sick Leave
- Flexible Time
- 11 Paid Holidays

To Apply: director@familypromiseroane.org