Housing the Community Jefferson City (HCJC)

Part-Time Executive Director

Position: Executive Director
Status: Part-Time, approximately 20–25 hours per week
Reports To: HCJC Board of Directors
Location: Jefferson City, Missouri
Compensation: $32–$38 per hour, depending on qualifications and experience

Organization: Housing the Community Jefferson City (HCJC) is a community-based nonprofit organization working to promote dignity for those in need of stable housing in Jefferson City by seeking solutions for housing, shelter, and support services.

HCJC currently operates two programs Jefferson City Room at the Inn (JCRATI), and Project Homeless Connect (PHC). PHC is one-day event based on a national service model to reduce as many barriers as possible to permanent housing. JCRATI is a seasonal emergency shelter and is working toward development of a Resource Center where people experiencing homelessness or housing instability can connect with services, resources, and pathways toward stable housing.

HCJC works collaboratively with community organizations, faith communities, service providers, law enforcement, emergency responders, volunteers, donors, and other community partners.

Position Summary: The Executive Director provides leadership and day-to-day management for HCJC and works closely with the Board of Directors to advance the organization's mission, programs, financial sustainability, and community partnerships.

As HCJC's primary staff leader, the Executive Director will help guide the organization's transition from a largely volunteer-led organization to a sustainable nonprofit with the administrative and operational capacity necessary to support the current programs, PHC and JCRATI, and the planned resource center and transitional housing.

Primary Responsibilities

Organizational Leadership and Administration

- Provide day-to-day leadership and administration of HCJC.
- Implement policies, priorities, and strategic direction established by the Board of Directors.
- Assist the Board in implementing and periodically updating HCJC's Strategic Business Plan.

- Develop appropriate administrative procedures and organizational systems.
- Coordinate organizational activities, meetings, records, contracts, and required reporting.
- Ensure compliance with applicable nonprofit, employment, financial, grant, and regulatory requirements.
- Identify emerging organizational needs, risks, and opportunities and bring appropriate recommendations to the Board.

Program Development and Operations

- Provide administrative oversight and coordination of HCJC programs, including Project Homeless Connect, Jefferson City Room at the Inn and development and operation of the Resource Center and Transitional Housing.
- Work with program leaders, volunteers, partner organizations, and the Board to ensure programs are operated safely, responsibly, and consistently with HCJC policies.
- Assist in developing staffing, volunteer, safety, intake, incident response, and other operating procedures.
- Promote a housing-focused approach that connects individuals with appropriate community resources and services.
- Develop systems for measuring program utilization, outcomes, and organizational performance.
- Coordinate service delivery with partner agencies rather than unnecessarily duplicating existing community services.

Financial Management and Fund Development

- Work with the Board Treasurer and Governing Committee to develop and monitor annual operating and program budgets.
- Provide the Board with timely information regarding revenues, expenditures, cash flow, and financial needs.
- Assist in maintaining appropriate internal financial controls and accountability.
- Lead or coordinate grant identification, grant applications, reporting, and other funding opportunities.
- Help develop and implement HCJC's fundraising strategy.
- Build and maintain relationships with individual donors, congregations, businesses, foundations, and other potential funding partners.
- Support capital fundraising and facility-development efforts when applicable.

Community Partnerships and Public Relations

- Serve as a primary representative and spokesperson for HCJC as authorized by the Board.
- Develop and maintain productive relationships with community service providers, faith communities, local institutions, public agencies, law enforcement, emergency responders, neighborhood representatives, donors, and volunteers.
- Promote collaboration and coordinated responses to homelessness and housing instability in Jefferson City.
- Represent HCJC at appropriate community meetings, presentations, and public events.

- Respond professionally to community questions and concerns regarding HCJC programs and operations.
- Help communicate HCJC's mission, activities, outcomes, and community impact through appropriate public communications.

Board Support and Governance

- Work closely with the Board President and Board of Directors.
- Provide regular reports regarding programs, finances, fundraising, organizational development, and emerging issues.
- Assist in preparing Board agendas, reports, background materials, and recommendations.
- Support Board committees and help ensure follow-through on Board decisions.
- Provide the Board with sufficient information to exercise effective governance and financial oversight.
- Participate in strategic planning and organizational evaluation.

Staff and Volunteer Leadership

- Coordinate and supervise paid staff as positions are developed and authorized by the Board.
- Work collaboratively with JCRATI leadership and other program volunteers.
- Help recruit, orient, train, support, and retain volunteers.
- Promote clear roles, appropriate supervision, accountability, and a positive organizational culture.
- Recognize and strengthen HCJC's longstanding reliance on community volunteers while developing the professional infrastructure needed for expanded operations.

Qualifications

Preferred qualifications include:

- Demonstrated leadership, administrative, or management experience.
- Experience with nonprofit organizations, human services, housing, homelessness, community development, or related fields.
- Ability to work effectively with a volunteer Board of Directors.
- Strong organizational and project-management skills.
- Strong written and verbal communication skills.
- Experience with budgeting, financial oversight, fundraising, or grant development.
- Ability to build collaborative relationships with diverse community partners.
- Ability to manage multiple priorities and work independently.
- Sound judgment, integrity, accountability, and respect for confidentiality.
- Comfort working directly with volunteers and community members as well as organizational and civic leaders.
- Bachelor's degree or equivalent combination of education and relevant professional experience preferred.

Desired Leadership Characteristics

The successful candidate should demonstrate:

- Commitment to the mission and values of HCJC.
- Respect for the dignity of people experiencing homelessness or housing instability.
- A collaborative rather than territorial approach to community services.
- Ability to listen to differing perspectives and build productive working relationships.
- Practical problem-solving skills and willingness to be hands-on.
- Fiscal responsibility and good stewardship of donated resources.
- Ability to communicate clearly with the Board, volunteers, donors, community partners, and the public.
- Flexibility and adaptability are appropriate to a developing nonprofit organization.

Work Schedule: This is initially anticipated to be a **20–25 hour-per-week position**. The Executive Director will have flexibility in establishing a regular work schedule in consultation with the Board President. Some evening or occasional weekend work will be necessary for Board meetings, community meetings, fundraising activities, JCRATI operations, and other organizational events.

Performance Review: The Board of Directors will establish annual goals for the Executive Director consistent with HCJC's Strategic Business Plan. Performance will be evaluated based on progress in areas such as:

- Organizational development and administration
- Program implementation and quality
- Financial management
- Fundraising and resource development
- Community partnerships
- Board communication and support
- Volunteer and staff development
- Program outcomes and accountability

A formal performance review will be conducted at least annually.

HCJC is an equal opportunity employer and encourages applications from qualified individuals who support the organization's mission.