



Mission of Phoenixville Women's Outreach: Phoenixville Women's Outreach helps women break the cycle of poverty and dependence by providing transitional housing and affordable housing, alongside resources and support.

The House is a place where a woman has time to heal, gains assistance in finding employment, restores financial stability, and receives help in finding permanent housing. When our women are ready to leave, finding affordable housing is a major obstacle in our community. Our non-profit has recently purchased *The Next Step House* to offer an affordable renting option for women to showcase their self-sufficiency upon leaving the transition house. Both programs help to empower women and enhance their skills to become self-sufficient and independent.

Position Description

Job Title: Executive Director, Phoenixville Women's Outreach

Report To: President, Board of Directors

Full-time exempt salaried position

Salary Range: \$47,000 - \$55,000 – *commensurate with experience*

Position Summary: The Executive Director of Phoenixville Women's Outreach will be the primary representative of the organization within the community and serve on various committees and task forces in the region. Primary responsibilities include overseeing the programs and strategic plan of PWO as well as staff management. Other key duties include community outreach, development/fundraising, and website management to ensure the financial health of the organization. The Executive Director will actively collaborate and consult with the Housing Director and Board of Directors on all matters impacting the strategic focus of PWO. The Executive Director manages and leads a team of staff and volunteers, communicates PWO goals, safety practices, and deadlines to team. Motivates team members and assesses performance.

Primary Responsibilities

Board Governance and Mission Oversight:

- Report to the President of the Board of Directors and work with the entire Board to oversee the implementation of the organization's mission and strategic plan
- Communicate effectively with the Board through timely and accurate information sharing in order for the Board to function properly and make informed decisions
- Attend all Board meetings; facilitate providing materials or items needed for agenda
- Create annual report highlighting the mission, strategic plan, and financials to be shared with the Board and the community

- Ensure all required documents are in order for planning and operation of annual budget; meet regularly with the financial team and provide regular updates to the Board
- Work with Board to manage an annual master calendar and keep the Board informed of upcoming items
- Work with Board, staff, and committees to identify and address the physical plant needs of program houses, review and approve contracts for services, and meet with contractors as needed
- Organize and maintain inventory of all files relating to Phoenixville Women's Outreach activities including but not limited to tax documentation (501c3, BBBC10), financial records, insurance documents, personnel files, historical data, etc.

Grants & Donor Development:

- Coordinate and manage grant writing needs with grant writer resources
- Review and approve grant applications and funding opportunities
- Create reports on grant funding to share with the Board of Directors
- Ensure acknowledgements of all donations are written and distributed
- Collaborate with Fundraising Committee to engage in planning and implementation of fundraising activities
- Attend Chamber of Commerce meetings
- Assist the Board and staff with marketing and communication efforts including quarterly newsletter, fundraising events, Annual Appeal, and Capital Campaign messaging
- Develop new revenue streams through identifying sources and building relationships including state and local foundations, corporate and community organizations, and individual donors
- Utilize Little Green Light database system to track donations, donors, and volunteers

Staff Management:

- Supervise and collaborate with staff members by providing weekly staff meetings and 1:1 meetings and ensure all responsibilities are met
- Ensure compliance with all policies, procedures and regulatory requirements (inspections, fire drills, local and state regulations, zoning, etc.)
- Aid Housing Director with intake interviews for new clients and assist with crisis management as needed
- Conduct check-ins with clients of all programs during and after working with PWO to ensure and evaluate progress
- Assist staff in providing programs, trainings, and recognition for both clients and volunteers
- Train staff in google suite management and assist with technology issues
- Oversee the process for hiring, training, and retaining staff including working with Board to complete annual performance evaluations

Community Outreach

- Promote PWO and their mission through speaking engagements in the community and consistently look for opportunities to expand and grow the organization
- Represent PWO on Phoenixville's Affordable Housing Taskforce
- Network with and partner with other non-profits and other shelters both locally and in the greater Phoenixville area in order to obtain resources to aid clients and further the mission
- Partner with food pantries and feeding programs to supplement shelter food source

- Recruit new volunteers and committee members; provide opportunities for volunteers for training and appreciation
- Attend professional development opportunities provided through PCHF, specifically Executive Leadership Training (ELI), and other County agency training opportunities
- Create publicity literature, ensuring consistency of logo, branding, and mission including but not limited to yearly calendar of events, brochures, posters, flyers, business cards, letterhead, etc.

Knowledge and Skills

Communication: Must have excellent written and oral communication skills as well as the ability to communicate with a wide variety of constituents including clients, volunteers, social service organizations, donors, among others.

Collaboration: Must be a team-player with the ability to identify, cultivate, and maintain relationships both inside and outside the organization. Working with the Board of Directors, Housing Director, Managing Director and many volunteers individually and in committees will be a critical component to reach goals of the organization.

Initiative and Creativity: Must initiate and complete assignments independently without close supervision. A high degree of creativity and flexibility is required to formulate effective solutions to operational and staffing challenges, as well as complex client cases.

Complexity of Tasks: Must be able to effectively prioritize tasks and multi-task so that all crisis situations are handled promptly and all responsibilities are balanced to reach goals of the organization.

Minimum Qualifications

Required:

- Master's degree in counseling, human services or a related field
- Five or more years of senior nonprofit management experience
- Working knowledge of google suite and website management
- Experience and skill in working with a Board of Directors
- Strong public speaking skills and ability to effectively communicate the organization's mission to donors, volunteers, and the overall community
- Demonstrated ability to oversee and collaborate with staff

Preferred:

- Strong financial management skills including budget preparation, analysis, decision-making and reporting
- Active fundraising experience and previous success in establishing relationships with individuals and organizations of influence including funders, partner agencies, and volunteers.
- Little Green Light system management

Job description subject to change in the event of amended changes to local, state, and federal non-profit employment laws, organizational change through merger, or other event impacting Phoenixville Women's Outreach.

Updated: October 2020