



www.supportsolutionssgv.org
267 E Badillo St, Covina CA 91723

Position Description

Executive Director

Organizational Description

Founded in 2016, Support Solutions' mission is to break the cycle of homelessness in our community by providing services and resources which lead to stability, increased income, housing, and self-sufficiency. Our organization offers two key programs to address the needs of the people we serve: a mobile shower program and an employment program.

Overview

The Executive Director is the key management leader of Support Solutions. The Executive Director is responsible for overseeing day-to-day programmatic activities, as well as fundraising and administrative responsibilities. The position requires 32 hours per week and reports directly to the Board of Directors.

Compensation and Benefits

\$30/hour

Benefits negotiable

Hours

32 hours per week (Tuesday – Friday)

Flexibility to work Saturdays and evenings

Responsibilities

Programs

1. Oversee Support Solutions' employment program and mobile shower program.
2. Develop and implement programs identified in the strategic plan.

Fundraising and Partnerships

3. Research grants and other funding sources to write proposals and secure funding.
4. Identify potential donors and cultivate relationships with donors.

5. Secure funding for programs identified in the organization's strategic plan.
6. Establish and maintain productive working relationships with community stakeholders.

Administration/Operations

7. Hire, train, and supervise employees (five paid staff).
8. Manage the organization's equipment and resources.
9. Work with the Board of Directors to create the annual budget.
10. Make all purchases for the organization while working within budget constraints.
11. Oversee the financial administration of the organization.

Additional Skills, Responsibilities, & Requirements

1. Two or more years of nonprofit management experience.
2. Experience in homeless services or related field.
3. Knowledge of workforce development or ability to learn.
4. Experience supervising at least five paid staff.
5. Transparent and high integrity leadership.
6. Solid, hands-on, budget management skills.
7. Strong organizational abilities.
8. Ability to convey a vision of Support Solutions' strategic future to staff, volunteers, and partners.
9. Knowledge of fundraising strategies and donor relations unique to nonprofit sector.
10. Experience in crisis intervention and conflict de-escalation.
11. Bilingual (Spanish) preferred, but not required.
12. Strong written and oral communication skills.
13. Strong public speaking and networking ability.
14. Drug test, background check, and reference check required.

To Apply

Send a cover letter and resume to: search@supportsolutionssgv.org. Applications will be accepted through May 15 or until the position is filled.