

A Place To Stay Position Description

Title: Executive Director
Reports to: Board of Directors
Status: Full-Time, Exempt

Job Summary:

This is a highly responsible professional position coordinating the various components of the APTS program. The Executive Director is responsible for overseeing the administration, programs and strategic plan of APTS. The Director must work with other professionals from numerous community organizations, volunteers and staff. This work is performed with a high degree of independence. Other duties include fundraising, marketing and community outreach. The Executive Director serves as APT's primary spokesperson to the organization's stakeholders, media and general public

Specific Duties and Responsibilities:

Job duties and responsibilities are as assigned by the Board of Directors and may include, but are not limited to:

1. Work with Board in order to fulfill the organization's mission. Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to make informed decisions.
2. Engage in fundraising. Develop resources sufficient to ensure the financial health of APTS.
3. Maintain files, including completion of necessary documents, any and all paperwork required for grants, up-to-date records on all persons served and necessary data and statistics.
4. Hire, train and supervise competent staff and volunteers. Work with staff to provide coverage of the Community Outreach Office at Blount County Public Library.
5. Work with the Community Outreach Coordinator and Street Outreach Volunteers to provide assessment and referrals for persons facing poverty and homelessness.
6. Serve as APTS liaison with the Tennessee Valley Coalition for the Homeless, ABN and United Way Helpline.
7. Establish and maintain relationships with various agencies and utilize those relationships to strategically enhance APTS mission.
8. Establish employment and administrative policies and procedures for all functions and the day-to-day operations of APTS.
9. Oversee marketing and other communication efforts.

Minimum Qualifications

Bachelor's Degree from an accredited university

Experience and skill working with a Board of Directors

Demonstrated leadership experience

Ability to creatively problem solve and work in a team environment.

Solid organizational abilities, including planning, delegating, program development and task facilitation

Ability to effectively present information and respond to questions from groups of families, volunteers, and professionals.

Strong time management, oral and written communication skills

Strong public speaking ability

Estimated Salary

\$45,000 - \$55,000 base salary per year, plus benefits.

November 15, 2021