



May 7, 2019

The Matthews House is a vibrant non-profit organization empowering young adults and families in transition to navigate difficulties on the road to self-sufficiency. The Matthews House is one of the largest and most respected non-profits in the Fort Collins and Northern Colorado community with 39 full time and 27 part time employees. With the announcement of Jerri Schmitz's retirement, The Matthews House is searching for a new Executive Director. The Executive Director oversees all aspects of the administration and management of The Matthews House, including programming, fundraising, and operations. Areas of responsibility include personnel and fiscal management, program planning and evaluation, fundraising, policy development, and public relations. The Executive Director is responsible for advancing the organization's vision, strategic initiatives, and mission.

Upon review of the job description, please email a cover letter addressing the qualifications and responsibilities, resume, and the names and contact information of three professional references to Jenny Stetson-Strange at jennys@thematthewshouse.org by 5:00pm on Friday, May 31. You will be notified by Wednesday, June 12, if you have been selected for an interview. Mailed or hand delivered resumes will not be accepted. References will not be called without prior notice.

Sincerely,

The Board of Directors of The Matthews House



The Matthews House

Growing Stronger Together

EXECUTIVE DIRECTOR

Reports to:	Board of Directors
Job Location:	Fort Collins, CO
Work Schedule:	Full time; Position <u>tentative</u> start in mid-October 2019
Status:	Exempt
Salary Range:	\$75,000-85,000

The Matthews House: OUR MISSION IS TO EMPOWER YOUTH AND FAMILIES BY BUILDING TRUSTING RELATIONSHIPS AND PROVIDING RESOURCES TO DISRUPT THE CYCLES OF POVERTY AND ABUSE.

Position Summary: The Matthews House seeks an Executive Director, responsible for advancing the organization's vision, strategic initiatives, and mission. The Executive Director oversees all aspects of the administration and management of The Matthews House, including programming, fundraising, and operations. Areas of responsibility include personnel and fiscal management, program planning and evaluation, fundraising, policy development, and public relations.

Supervises: Directly supervises all operations including HR, IT, Programs, Development and Fundraising.

Supervised by: Board of Directors.

Responsibilities:

Management Experience and Style

- Oversees personnel training and development to ensure qualified human resources necessary for the achievement of the organization's mission, goals, and objectives.
- Manages direct reports for Empowering Youth, Strengthening Families, and Building Community initiatives, consistent with the organization's vision and mission.
- Oversees regulatory compliance and reporting.

Culture Guardian

- Leads and develops the culture of The Matthews House through a participatory leadership style with high-performance senior management team including 39 full time and 27 part time staff.
- Maintains a climate that attracts, keeps, and motivates top-quality people.

Development

- Serves as the chief spokesperson for the organization.
- Possesses excellent interpersonal skills.
- Ensures the development of a diverse funding base, including government contracts, individual and corporate donors, and foundation grants.
- Participates in fundraising activities. Provides leadership to the agency's Development Director and staff.

Planning

- Communicates strategic initiatives, mission, and vision to the board, donors, and other constituents.
- Supervises and approves the development plan and participates in all phases of its implementation.
- Ensures effective systems to track progress and measure successes.

Financial Management

- Formulates budgets and maintains an accounting system that meets all federal, state, and local compliance standards.
- Coordinates the organization's annual audit.
- Oversees the flow of funds to ensure steady progress toward goals, achievement of the mission, and that proper allocation reflects present and future potential.
- Formulates and administers all major policies and procedures.

Programming

- Oversees administration, fundraising, communications, and systems.
- Establishes timelines and resources needed to achieve the strategic goals.
- Ensures ongoing local programmatic excellence.
- Conducts rigorous program evaluation.

Qualifications:

Qualified Candidates will have:

- Bachelor's degree or equivalent and five years of similar executive non-profit management experience;
- Significant knowledge of issues and subjects that currently impact The Matthews House;
- Executive level knowledge of finance, accounting, management of capital assets, and audit requirements;
- Oversight of a multi-million dollar annual budget;
- Excellence in setting and achieving strategic objectives;
- Experience leading and scaling a performance and outcomes-based organization and staff;
- Experience having developed and implemented successful growth strategies;
- Experience reporting to and working in collaboration with a Board of Directors;
- Strong marketing, public relations, and fundraising experience;
- Strong written and verbal communication skills;
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business and program planning in the human services sector;
- Ability to work effectively in collaboration with diverse groups of people; and
- Passion, integrity, and a positive attitude.

Preferred Candidates will have experience with fund development and management and will be passionate about fostering the vision and mission of The Matthews House.

Job Benefits:

- Top quality staff with an excellent work culture.
- Health and dental insurance.
- IRA with up to 3% match.
- Accrues 12 hours/month paid time off with incremental increases.

EQUAL OPPORTUNITY EMPLOYMENT & AFFIRMATIVE ACTION

The Matthews House is dedicated to the principles of equal employment opportunity in any term, condition, or privilege of employment. We do not discriminate against applicants or employees on the basis of age, race, sex, color, religion, national origin, disability or any other status protected by state or local law.