



JOB DESCRIPTION

ASSOCIATE EXECUTIVE DIRECTOR

GENERAL SUMMARY

The Associate Executive Director partners with the Executive Director to advance Dumas Wesley's mission through strategic leadership, financial oversight, and organizational development. This role provides agency-wide support while also overseeing the Transitional Housing Program, ensuring effective, outcomes-driven services for families experiencing homelessness. Combining strategic planning with hands-on program management, the Associate Executive Director supervises staff, manages resources responsibly, and builds community partnerships to support both program success and overall organizational growth.

ASSOCIATE EXECUTIVE DIRECTOR DUTIES:

- Supports the Executive Director in developing and executing the organization's strategic plan and long-term vision
- Assists in identifying funding opportunities, including grants, partnerships, and donor development initiatives
- Contributes to budget planning, forecasting, and financial oversight to ensure organizational sustainability
- Monitors program performance using data-driven metrics and implements improvements to increase effectiveness and impact
- Represents the organization in community coalitions, professional networks, and stakeholder meetings
- Builds and maintains partnerships with government agencies, nonprofits, and community leaders to expand program reach
- Assists in the development and implementation of organizational policies, procedures, and best practices
- Provides leadership in cross-program coordination to ensure alignment with agency-wide goals
- Supports compliance with all local, state, and federal regulations, as well as grant requirements
- Participates in board-related activities as needed, including reporting, planning, and committee support
- Leads or supports special projects and new program initiatives aligned with the agency's mission
- Helps strengthen internal communication and organizational culture across departments
- Oversees risk management practices and ensures appropriate operational safeguards are in place
- Assists in evaluating organizational effectiveness and recommending improvements to systems and structures
- Serves as a key decision-maker in the Executive Director's absence

TRANSITIONAL HOUSING DIRECTOR DUTIES:

- Providing measurable, clearly documented outcomes for program
- Administering program in a fiscally responsible manner
- Interviewing potential transitional housing residents
- Working directly with residents to provide such things as new resident orientation, life skills instruction and occasional transportation and to address major policy violations
- Making necessary purchases with approval of Executive Director, following the bid process when necessary, submitting receipts
- Managing all data entered into Homeless Management Information System (HMIS)
- Reinforcing cost saving measures, such as reducing electricity consumption and supplies,

- Tracking the value and quantity of donations
- Monthly data reporting to Executive Director for all grants
- Supervises Case Manager, Support Services Manager, Night Staff and Volunteers
- Hiring with approval of Exec. Director
- Coordinating ongoing trainings and professional development opportunities
- Evaluating employee performance through utilization of standardized written instrument
- Scheduling for night and weekend shifts
- Reviewing and approving timesheets
- Meeting monthly with entire staff to share information, provide additional training, and set the direction for the upcoming month
- Meeting regularly with Case Manager to review each Residents' case plan progress and participation status
- Presenting program goals, program budget and measurable, clearly documented outcomes to Executive Director
- Ensuring the staffing of the guard post through local security company and addressing any issues that might arise
- Periodic review and revision of program procedures
- Scheduling building maintenance/repairs, working in conjunction with Executive Director
- Coordinating services with other DWCC programs
- Advocacy on behalf of Residents
- Publicizing SSFV and the other DWCC programs
- Raising awareness about homelessness by speaking throughout the community and in the media
- Cultivating community and agency relationships
- Being on-call for emergencies at all times; willing to work a flexible schedule when situation warrants
- Assuming and/or reassigning the duties of any Village staff member in their absence
- Other tasks as requested by Executive Director

Interested candidates may send a cover letter and resume to: kcarver@dumaswesley.org