



## Position Announcement SHELTER AND HOUSING DIRECTOR

February 1, 2020

### **Organization Description**

***Mission, Vision, and Values.*** IFC confronts the causes and responds to the effects of poverty in our community. We believe in a community that meets everyone's basic needs, including dignified and affordable housing, an abundance of healthy food, and meaningful social connection. We are guided by our core values: mutual respect, social justice, community power, self-determination, and integrity.

***History and Programs.*** In 1963, seven women united their efforts to address the conditions of poverty in Chapel Hill and Carrboro. More than five decades later, IFC continues to make this community more accessible and affordable for low-income workers and residents, who make Orange County a diverse and desirable place to live. Our programs include:

- Food Pantry and Community Kitchen – the largest food security programs in the county, providing groceries and hot meals daily to help families stretch their household budgets.
- Emergency Financial Assistance – rent, utility and other emergency assistance to increase housing stability for people who live or work in Chapel Hill-Carrboro.
- Community House and HomeStart shelters for 52 men, 14 women and 10 families - emergency shelter and housing-focused case management for people experiencing homelessness.
- Housing Support programs - subsidies and support services for residents living across the county, as part of a best practice housing first model.
- Advocacy for Equity – community building programs that confront the causes of poverty through advocacy, civic engagement, training and leadership development.

***Budget and Fundraising.*** For fiscal year 2020, IFC has an operating budget of \$2.3 million. We work to raise more than 75 percent of funds from private donors, and 25 percent comes from government sources. We have an endowment of more than \$2 million. Hundreds of volunteers work tirelessly alongside staff and contribute almost 30,000 hours of time annually to maintain our programs. Local congregations, individuals and businesses provide in-kind support through food drives, meal preparation, and third-party events. Over the years, IFC has been the recipient of bequests, and more than 1,000 donors give faithfully each year. Our annual RSVVP event is well-supported by local restaurants, which give 10% of their proceeds on a given night in November. CROP Walk and other third-party events are also a regular source of support and community building.

***This is an exciting time to join IFC!*** A new building is currently under construction in downtown Carrboro, which will provide expanded and dignified space for IFC's community programs and offices. It will be a place for community gathering and relationship development, idea sharing and building community power. As we further develop our Advocacy for Equity efforts, IFC seeks a Shelter and Housing Director who is dedicated to social justice and racial equity, and committed to including residents and members in decision-making and leadership. Because IFC operates the only shelters and best practice permanent supportive housing program in the county, this position presents a unique opportunity to directly impact the lives of people experiencing homelessness in the short term and to work with our partners to end homelessness in our county.

### **Position Description**

The Shelter and Housing Director supports the program development, funding, and operations of IFC's shelter and housing programs, provides supervisory support to key staff, and is accountable to the provision of resident-centered, quality services consistent with the organization's mission and values.

IFC's Residential Services programs include:

- Community House for men, which offers shelter to 52 men each night and 17 additional men on inclement weather nights
- HomeStart for women and families, which provides shelter to 14 women and 10 families each night and offers 3 additional cots on inclement weather nights
- Housing Support programs, which provide subsidies and support services to people living in housing throughout the community

### **Responsibilities**

- Support the recruitment, hiring, supervision, training, professional development, and teambuilding of staff and volunteers with an emphasis on advancing people with lived experience of poverty and/or homelessness
- Supervise and support the Shelter Managers and Housing Support Programs
- Lead policy and program development and implementation consistent with best practices, ensuring that staffing structure is sufficient and maximized
- Develop and maintain relationships with partner organizations; attend relevant meetings and collaborative efforts to foster systems collaboration
- Work with the Finance and Operations Director to track residential program budgets and expenses
- Assist in preparing grant applications and ensure compliance with all grant, data, and funding requirements
- Conduct resident mediation and appeal processes, as needed
- Serve as an active member of IFC's Leadership Team
- Support the Board of Directors and liaise with the Programs and Advocacy Committee

### **Preferred Qualifications**

- Knowledge of the causes of poverty, homelessness and food insecurity and the relationship of these societal problems to unjust and inequitable systems
- Appropriate education or experience in human services, including demonstrated experience working with individuals or families experiencing homelessness, substance use, and/or mental health concerns
- Knowledge of the Housing First model; ability to use harm reduction, member-centered, trauma-informed approaches
- Supervisory skills and an ability to build relationships and strong teams with a focus on development of staff with lived experience of homelessness and/or poverty
- Analytical and decision making ability, including effectively resolving conflict and coping with crises
- Effective planning and time management skills, ability to manage multiple tasks and deadlines
- Flexible work style, sense of humor, and ability to work as part of a diverse team
- Computer literacy (i.e. Excel, Outlook, Word, etc.) and the ability to learn internal databases

### **Compensation**

IFC offers a salary that is commensurate with experience and reflective of salaries in nonprofit organizations as well as a generous benefits package. The position is full-time, an average of 40 hours per week, with occasional evening and weekend hours.

### **Application Procedure**

Please email resume, cover letter, and salary expectations to [HR@ifcmailbox.org](mailto:HR@ifcmailbox.org).

*IFC is an equal opportunity employer and strongly encourages applications from people with lived experience of poverty and/or homelessness, people of color, LGBTQ applicants, and people with disabilities.*