



**Title:** EXECUTIVE DIRECTOR  
**Accountability:** Responsible to the PEH Board of Directors.  
**Primary Location:** Partners Ending Homelessness office  
**Worker Location:** Work location is on-site  
**FLSA Status:** Exempt, Full-time, 40 hours/week  
**Salary Range:** \$95,000-\$127,000

**Organization Description:**

The Rochester/Monroe County Homeless Continuum of Care dba Partners Ending Homelessness (PEH) is the primary planning and coordinating body for homeless housing and services in Monroe County, NY and is the Continuum of Care (CoC) for Monroe County. It is a 501(c)(3) non-profit organization, with a Board of Directors and a stakeholder’s group, the Homeless Services Network (HSN). HSN is comprised of more than 80 organizations and individuals who are directly involved in providing services to the homeless in the community, including advocates, homeless assistance providers, victim service providers, faith-based organizations, governments, businesses, housing agencies, school districts, social service providers, mental health agencies, universities, hospitals, affordable housing developers, law enforcement, veteran’s organizations, and homeless and formerly homeless persons. The primary responsibilities of Partners Ending Homelessness include operation of the CoC; designation and oversight of a Homeless Management Information System (HMIS); CoC planning; and coordination of a competitive and transparent application process for housing/service providers in response to the annual Notice of Funding Opportunity, and submission of the Collaborative Application annually to HUD.

**Position Summary:**

The PEH Executive Director is responsible for leading planning and coordinating system-level activities to end homelessness in Rochester/Greece/Irondequoit/Monroe County. The Executive Director facilitates and supports PEH Board and sub-committees, HSN, system-wide strategic planning and partner organization implementation of services to prevent and address issues of homelessness.

The Executive Director is responsible for positioning PEH to apply for and maintain competitive funding including federal funding through the U.S. Department of Housing and Urban Development (HUD), oversee monitoring of HMIS and other community grantees, assess progress on meeting community-wide goals, evaluate program performance, and monitor compliance with all funding requirements.

This position has the responsibility for the oversight of operational systems, processes and compliance with standards and funder requirements as well as integration of support for partner organization performance improvement strategies. This position serves as the lead contact for PEH information exchange among the Board of Directors, partner organizations, funders, and stakeholders. The Executive Director is responsible for the completion and oversight of other projects as directed by the Board of Directors. The Executive Director supervises a team of government-funded employees, with the flexibility to adapt to changes in team size as funding allows, ensuring alignment with the organization’s mission and strategic goals.

## **Essential Responsibilities:**

- **Provide Governance Support:**
  - Support the PEH Board of Directors and associated committees/work groups to ensure effective functioning
  - Provide executive level leadership, strategic direction, and recommendations to the Board of Directors.
  - Prepare and translate regular analyses of PEH data into actionable information for board review and policy decisions and to develop, implement and track performance toward Board articulated goals.
  - Draft policy statements and make recommendations for Board consideration
  - Articulate issues or problems from a broader organizational/mission perspective and identify unresolved barriers and roadblocks.
- **Strategic Facilitation:**
  - Ensure the development of a strategic plan and gap analysis to reduce homelessness by targeting community and national goals for homelessness prevention and intervention, and incorporating community vision, best practices, and measurable outcomes for Rochester/Monroe County.
  - Oversee implementation of plan strategies, collect, and analyze applicable community data to determine progress in meeting community-wide goals, and make funding recommendations to community partners.
  - Champion new ways of meeting targets and/or goals. Explore critical issues not explicitly addressed by others. Anticipate and plan for future issues or problems. Monitor and assess internal and external environment for trends and practices. Recommend operational improvements to increase efficiency and to meet changing community needs.
  - Drive quarterly monitoring and update of the PEH Strategic Plan with Board participation.
  - Provide guidance and interpretation of HUD regulations, best practices, and national trends to partner organizations, HSN and the Board of Directors.
- **Partnership Development:**
  - Identify and establish partnerships with other community organizations, local businesses, governmental agencies to collaborate on projects and initiatives that align with PEH's mission.
  - Develop strategic partnerships with external providers to address quality, service, and effectiveness in meeting housing support needs within the community.
  - Create the structure and processes to develop, implement and evaluate programs, policies, and standards to support PEH services delivery to partners and stakeholders to improve quality, service, and effectiveness in achieving PEH mission.
- **Advocacy and Community Education:**
  - Develop and implement advocacy initiatives to create awareness about the community's critical issues related to housing and homelessness.
  - Serve as the 'face' of PEH to the community. Conduct community conversations and presentations to inform the community about PEH 's mission and goals.
  - Oversee PEH website and marketing efforts.
- **HMIS Oversight:**
  - Oversee, manage, and optimize the Homeless Management Information System (HMIS) for PEH partner organizations/ providers.

- Provide oversight and ensure a collaborative approach to implementing the Coordinated Entry process.
- **Fund Development and Coordination:**
  - Identify potential grant opportunities that do not conflict with the funding efforts of PEH partners and assist as needed with preparing applications for funding support that expands the PEH funding model beyond federal grant awards to address homelessness more holistically in the Rochester/Monroe County area, including but not limited to ESG applications.
  - Oversee and coordinate the process for preparing the Collaborative Application for the HUD Continuum of Care Programs NOFO, including the local application process and the Project Priority Listing.
  - Secure and manage all grants or funding awarded to PEH by executing memoranda of understanding and monitoring grantees performance and effectiveness to ensure the PEH's competitiveness in attracting local, state, and federal funds to support homeless prevention and intervention services.
  - Ensure funder required reporting is completed and submitted accurately and on time.
  - Serve as key communication contact/liason with funders.
- **Operational Oversight:**
  - Develop and foster a healthy, culturally competent, and collaborative organizational culture.
  - Oversee staff, operational systems and processes, financial performance, planning, compliance with standards and funder requirements, and integration of support for partner organization performance improvement strategies.

#### **Basic Qualifications:**

##### Education

- Bachelor's degree in social work, business administration, education, social services administration or related field and minimum of four years' experience in grant or project administration; or
- Master's degree in social work, business administration or health care administration or a related field is preferred.

##### Experience

- Experience in management of state and/or federal grants and project monitoring, or equivalent combination of experience and training that provide essential knowledge, skills, and abilities.
- Previous experience with homeless programs and HUD/Continuum of Care preferred.
- Familiarity with homelessness and housing issues strongly preferred.

#### **Additional Requirements:**

- Demonstrated proficiency in the following key behavioral competencies: Service Orientation; Communication; Influence; Change Leadership; Results Orientation; Team/Leadership Development; Cultural Competence and Collaboration.
  - Effective leadership, development of strong working relationships across the community, and management of multi-organizational teams through influence and collaboration in pursuit of a common vision.
  - Ability to build relationships through responsive, respectful communications and positive collaborations across different organizations.
  - Strong interpersonal skills including persuasive communication, consensus building and proven ability to manage and facilitate collaborative decision-making and achieve desired outcomes.

- Experience in negotiation and conflict resolution.
- Ability to effectively coordinate multiple projects and workstreams utilizing time management and organization skills.
- Proven skills in leading innovation and organizational improvement.
- Ability to manage evolving and changing situations, including funding requirements, dynamic local partnerships, and community needs.
- **Skills-based Competencies:**
  - Proven track record of successful leadership, management of operations, staff development/skill building, budget development, and financial performance.
  - Evidence of strategic thinking skills and strong project management skills, including grant writing and management.
  - Excellent written communication skills including demonstrated ability to write and prepare successful grant proposals.
  - Demonstrated experience with strategic planning and management processes.
  - Strong analytic, problem-solving, and presentation skills.
  - Knowledge and skills in marketing, event planning, and meeting coordination techniques.
  - Data analysis.
  - Basic accounting proficiency.
  - Strong computer skills including Microsoft Office, online grant systems, and the use of social media tools.

PEH is an Equal Opportunity Employer. Applicants will receive consideration for employment without regard to race, color, creed, national origin, sexual orientation, sex, age, disability, marital status, domestic violence victim status, pregnancy-related condition, predisposing genetic characteristics, military status, prior arrest or conviction record, familial status, or gender identity.

*This job description is not intended to provide, and should not be construed as providing, an exhaustive list of all responsibilities, skills, efforts or working conditions associated with a job. They are meant to be accurate reflections of the principal job elements essential for making fair and informed decisions about the job.*