



POSITION ANNOUNCEMENT

Executive Director

STAFFING LEVEL

Full Time

LOCATION

Davis, CA

MISSION

Davis Community Meals and Housing (DCMH) is a non-profit, non-denominational organization whose mission is to provide low-income and homeless individuals and families with support and services that lead to stability and self-sufficiency.

OVERVIEW

Now is an exciting time for DCMH, its supporters, and those it serves. While our nonprofit is more than 32 years old, in the last five years we have experienced exponential growth with unprecedented support from major funders, local governments and members of the greater Davis community.

DCMH today is positioned for continued expansion to serve the needs of the most vulnerable among us. Our Executive Director is retiring after overseeing years of planning and construction of our innovative new four-story multi-use structure, Paul's Place, that includes a day-use resource center and offers emergency, transitional and permanent supportive housing.

DCMH also operates a cold weather shelter, provides supportive services at two apartment complexes, and serves meals three days a week in partnership with St. Martin's Church.

Our purpose is to provide low-income and homeless individuals and families with housing, food, and support services to help them rebuild their lives.

OPPORTUNITY

The DCMH Board of Directors seeks an Executive Director (ED) who will help us strengthen and expand our partnerships, programs, and services to compassionately walk with those we serve as they move from the streets to stability.

Building on the momentum created by our current ED, our new ED will have the opportunity to use their experience, knowledge, relationships, wisdom and creativity to catapult our programs to the next level.

KEY RESPONSIBILITIES

- **Organizational Leadership:** The ED is responsible for oversight of all operations and functions. Of equal importance will be inspiring and supporting staff, implementing current programs, as well as providing leadership and support in developing new and innovative initiatives.
- **Financial Stewardship:** The ED is responsible for managing the budget and utilizing the fiscal resources to support the goals of the organization. Additional required skills will include financial capability to assess the needs of the organization and data processing skills to meet all requirements of reporting.
- **Fundraising:** The ED must have the ability to quickly ascertain requirements to fulfill current grants, identify and secure new grants, and develop philanthropic support.
- **Governance:** The Board of Directors serves as the governing body for DCMH, working closely and collaboratively with the ED. The ED provides advisory and administrative support to the Board and attends all Board meetings.

THE IDEAL CANDIDATE

There is no singular path to this role and candidates from a variety of backgrounds are encouraged to apply. An ideal candidate will possess the following:

- Passion and desire to serve vulnerable individuals, families, and communities.
- Five years management experience, including supervising multiple employees, with an organization that provides direct services.
- Knowledge of federal, state and local laws regarding homelessness and housing.
- Familiarity with funding sources for homelessness and housing services, including through government programs and granting organizations.
- Proven track record collecting data and fulfilling reporting requirements for various types of funding sources.
- Experience managing an organization's budget preparation and executing/overseeing financial reporting.
- Experience supervising, collaborating with, and encouraging staff.
- Excellent oral and written communication skills, including experience conducting media interviews and making public presentations to community groups, elected officials, and donors and investors.
- Ability to collaborate with partner organizations, and to build a stronger network of collaborative relationships within our greater community.
- BA or BS degree in business, government, or social service-related studies.

PHYSICAL AND OTHER REQUIREMENTS:

- Ability to perform tasks that require light physical exertion. Reasonable accommodations will be made to enable individuals with disabilities to perform essential functions of the role.
- Valid driver's license, auto insurance, and use of own car
- Criminal background check and credit check

COMPENSATION PACKAGE

- Salary: \$80,000 - \$120,000 per year, depending upon experience
- Medical and Dental Insurance: Provided at no cost for the individual employee.
- Paid Time Off: Vacation, sick days, and holiday are provided.

ADDITIONAL INFORMATION

Additional information about DCMH is at:

- [YouTube](#)
- [Facebook](#)
- [Paul's Place](#)
- [DCMH](#)

HOW TO APPLY

Please send resume and contact information for three references to dcmhjobs@gmail.com.

Please include responses to the following prompts in your cover letter or as an attachment.

1. Why are you the right person to be the next Executive Director at DCMH?
2. Describe your experience working with vulnerable populations or leading a community benefit program.
3. Share examples of your experience promoting awareness of a program or participating in fundraising efforts.

Davis Community Meals and Housing is an equal opportunity employer.

HIRING PROCESS

Applicants may be asked for additional information or work samples. Selected candidates will be invited to engage in an interview process. The initial interview may be informal and conducted via telephone or zoom. Additional interviews may be conducted virtually. A final panel interview will take place in person in Davis, California.

The ideal start date for the new DCMH Executive Director might be as early as September 15, 2023. While this is the preferred timeline, the start date will be negotiable. The position will remain open until filled.