

Executive Director, Coalition on Housing and Homelessness

The Coalition on Housing and Homelessness seeks a consultant to become its Executive Director and lead its efforts to prevent and end homelessness in Middlesex County, Meriden, and Wallingford, Connecticut.

Background on the Coalition on Housing and Homelessness

An alliance of nonprofits, government, businesses, faith communities, and people with lived experience of homelessness, the Coalition's mission is to end all types of homelessness in its region by:

- Increasing access to affordable and stable housing
- Building and supporting a system that equitably addresses housing crises; and
- Increasing collaboration and civic engagement to address housing issues in the region.

As a multi-sector collaborative, the Coalition acts as a connector among all organizations in Middlesex County, Meriden, and Wallingford that touch people in need of affordable housing. Over the years it has been instrumental in the following achievements:

- Creation and development of the Meriden/Middlesex/Wallingford Coordinated Access Network
- Conversion of a closed-down transitional housing facility into newly renovated permanent supportive housing for veterans
- Becoming the first CAN in the nation to match all of its chronically homeless residents with housing
- Preservation of 170 affordable housing units at risk of moving to market rate
- Prevention of homelessness for over 350 households through its Prevention Fund
- Protection of homeless residents and shelter staff from COVID-19
- Establishment of an equitable selection process among Coalition members interested in applying for funding opportunities, to prevent them competing among themselves and choose the agency with the best chance of obtaining funding

As the Coalition moves forward with a new strategic plan, it seeks to more deeply ground its work in equity and inclusion, expand its funding base, and involve more people throughout its footprint in its work.

Position Description

Summary: The Executive Director acts as the primary coordinator of the Coalition on Housing and Homelessness (the Coalition). The Executive Director is responsible for the management day-to-day operations and has the authority to carry out these responsibilities, in accordance with the direction and policies established by the Steering Committee. This involves coordination of activities between the Coalition and its committees and fiduciaries, and municipal, charitable, and service provider organizations within Middlesex County, Wallingford and Meriden to ensure broad participation in all

Coalition activities. The Executive Director reports to the Chair of the Steering Committee.

Duties:

1. Coordinates the work of the Coalition and its Committees through scheduling meetings, developing agendas, researching background information and resources, preparing draft documents, and following up on identified tasks.
2. Builds partnerships in geographic areas served by the Coalition, establishing relationships with funders, and political and community leaders in each community. This is accomplished in part by being present at meetings of key housing and human service organizations, including the Coordinated Access Network, Mayor's Task Force, Shoreline Basic Needs Task Force, Meriden Community Provider Network, Wallingford Community Resource Alliance, and others as necessary.
3. Maintains a working knowledge of significant developments and trends in the field.
4. Represents the strategic objectives and point of view of the Coalition to agencies, organizations, and the general public.
5. Works closely with the co-chairs and conveners of the Committees to accomplish goals and maintain, or solicit, active community participation, and ensures regular record keeping and communication regarding these activities.
6. Ensures regular communication of key activities to all stakeholders, including Council and Committee members, as well as governmental and organizational leaders. Maintains regular contact with local and statewide organizations addressing housing and homelessness, including but not limited to the MMW Coordinated Access Network, the Middletown Mayor's Task Force on Homelessness, the Meriden Community Provider Network, the Wallingford Community Resource Alliance, and the Shoreline Basic Needs Task Force..
7. Develops written and digital materials to meet organizational, fund raising and public relations needs. Develops and implements strategies for public awareness of housing and homelessness needs within Middlesex County, Wallingford and Meriden.
8. Prepares budgets and ensure that the Coalition operates within budget guidelines. Ensures funds are utilized in compliance with donor intent. Coordinates budgeting and financial reporting with fiduciaries where applicable.
9. Works with the Fund Development Committee to raise necessary funding through identifying potential sources, completing grant applications, and networking with possible funders. This includes coordination of special fund raising projects.

10. Ensures effective systems to track progress and regularly evaluates progress against strategic goals so as to measure successes that can be effectively communicated to the Steering Committee, funders, and other constituents.
11. Helps recruit volunteers, coordinates their activities, and maintains a climate that attracts, keeps, and motivates a diverse group of volunteers.
12. Assures that the Coalition centers equity and inclusion in all of its activities.

The ideal candidate will possess the following skills and traits:

- Experience with leading a collaborative collective impact coalition, supporting members by strengthening relationships, facilitating discourse, and building consensus to support the mission
- Excellent interpersonal skills; ability to work with people from widely varying backgrounds and positions; diplomacy and tact
- Excellent communications skills, both oral and written, and ability to present effectively and persuasively to an audience; active listening skills
- Familiarity with the field of housing and homelessness, particularly in Connecticut, and commitment to the mission of ending homelessness and ensuring that affordable housing is available to all
- Experience with grant writing, donor relations, fundraising, and event planning
- A strong commitment to integrity, equity, and ethics and the vital role they play in managing an interagency, multi-sector collaborative
- Bachelor's degree or equivalent experience required; master's degree a plus, but not required.

Working Conditions

The Executive Director works on a consulting basis and has a flexible schedule that allows for hybrid work with frequent travel to meetings within the MMW region, including occasional evenings. A fully equipped office is available at Middlesex United Way in downtown Middletown. Compensation is \$60,000 per year, negotiable.

How to Apply

Please send a resume and cover letter to CHHSearch@middlesexunitedway.org.