



Operation HOPE-North County is looking for their next leader! The Executive Director is responsible for the successful leadership and management of the organization and implementing the strategic direction set forth by the Board of Directors.

Operation HOPE-North County serves families with children and single women who are experiencing homelessness or are in imminent danger of becoming homeless. We provide a safe, caring, and supportive environment with wrap-around services designed to promote the rebuilding of lives and reclaiming independence.

Role Responsibilities

- In partnership with the Board of Directors, develop a vision and strategic plan to guide the organization.
- Engage and motivate employees, board members, event committees, alumni, partnering organizations, and donors.
- Act as a positive spokesperson in the community, representing and advocating for the organization.
- Maintain a positive relationship and open communication with the Board of Directors; inform them of internal and external issues and activities that affect the organization.
- Oversee the planning, implementation, and delivery of the organization's programs, services, and projects.
- Implement organizational policies consistently and fairly; prepare any necessary policy changes for board approval,
- Analyze organizational performance and share performance metrics with the Board of Directors; develop targeted and measurable plans for improvement when necessary.
- Responsible for managing and mitigating organizational risk such as workers compensation, general liability, confidentiality (including HIPAA), and facility safety.

- Remain current with changes, trends, and best practices regarding homelessness, food and housing insecurity, and related concerns.
- Develop a comprehensive marketing plan to promote the organization and achieve goals.
- Oversee and evaluate all fundraising activities to meet fundraising goals.
- Establish, build, and maintain relationships with donors, foundations, corporations, individuals, and other collaborative partnerships.
- Identify and develop grant, corporate, community, and individual donor prospects in collaboration with the Director of Resource Development.
- Oversee the development and maintenance of a robust volunteer base from all segments of the community.
- Work with staff, board, and finance committee to prepare a comprehensive annual budget; responsible for monitoring and adhering to budgets.

Experience/Education

- Master's Degree (preferred) or Bachelor's Degree in Nonprofit Management, Business, Social Services, or a related field.
- Three or more years of experience as an Executive Director or non-profit leader preferred.
- Three or more years of progressive responsibility in non-profit management and/or fundraising which include people management.
- Knowledge and understanding of issues surrounding homelessness and housing.
- Proven experience developing and implementing effective fundraising plans, including grant acquisition/management as well as solicitation and retention of major donors.
- Proficiency with Microsoft Office and Google Suites as well as database management.
- Experience developing and managing budgets.

This is a fantastic opportunity for a non-profit leader looking to make a real difference in the North San Diego community! Apply now to join and lead our team!

We are an equal opportunity employer.

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