

**St. Vincent's House
Executive Director**

**Job Description
April 2018**

About St. Vincent's House

St. Vincent's House (SVH) is a 501c3 nonprofit social service agency of the Episcopal Diocese of Texas that has served Galveston for more than 60 years. SVH has a history of serving the disadvantaged, underserved, and working poor population in Galveston County with essential services to enhance physical, mental, and spiritual well-being of its clients. The primary service focus of SVH is providing healthcare through the UTMB day clinic and evening and Saturday clinics staffed by UTMB medical students and UTMB faculty doctors. However, SVH also offers 10 additional services and served more than 15,500 individuals in 2017.

The board of SVH is currently in the process of developing a strategic focus for SVH's future and is seeking an individual who will help lead the organization through a transformation in the next 2 to 5 years. The organization currently has an annual budget of nearly \$1.4 million and operates a physical plant of 15,400 square feet. SVH has support from the local community and is currently partnering with a growing number of local agencies and foundations to continue its vital work. The ideal candidate will be a person who has demonstrated success in leading social services agencies and fundraising, and who has a passion for the SVH mission.

Vision: The Gospel of Jesus Christ calls us to be agents of hope and transformation in the lives of individuals and families.

Mission: St. Vincent House provides essential services and resources to empower families and individuals to become self-sustaining and contributing members of our community.

Job Description

The Executive Director has authority for all operations of St. Vincent House, in accordance with the strategic direction approved by the board of directors. This position requires expertise in external relations, fundraising, and community collaboration in addition to the expected nonprofit management duties regarding operations, budget, facilities and human resources. This individual is the face of St. Vincent House in the community and will lead the staff and organization through a 2-5 year transition with support from a re-energized board of directors.

Responsibilities

- Overall leadership of the organization and staff in the implementation of short and long-term strategic goals, in alignment with the St. Vincent's House mission and vision
- Providing counsel and support to the Chair of the Board (who is a bishop of the Episcopal Diocese of Texas), Board Committees, and the Board of Directors in the creation of policies and strategic direction of the organization
- Supervision of staff, organization, operations and facilities management

- Financial management of the organization, including the development and implementation of the annual budget and ensuring annual audits are conducted
- Model spiritual commitment and interest in the ministry and mission of St. Vincent's House, and lead by example, by upholding the SVH mission with compassion, integrity, respect, and accountability for all those who engage with St. Vincent House
- Fundraising, relationship building, and external relations for the organization could be **up to 50% of the role**, and should have experience with annual fund, grant writing, major gifts, and event planning
- Measuring impact of a healthcare and social service organization in order to accurately inform funders, the Board and community at large
- Cross-cultural sensitivity to approach and engage with the community at large, and comfort working with the clients who come from a variety of backgrounds. Spanish language skills will be useful since the Hispanic population is growing in Galveston.

Requirements

- Minimum of a Bachelor's degree in Public Administration, Healthcare Administration, Social Work, Nonprofit Management, Business or equivalent experience required.
- Minimum of 5 years of experience leading multiple program delivery teams in the nonprofit and/or healthcare environment
- Proven track record in fundraising, implementing a strategic plan, and managing resources to achieve goals
- Superior team leadership skills, strong work ethics, ability to thrive under tight deadlines and high-pressure situations
- Willing to learn the needs of the community and clients and to ensure St. Vincent's House is meeting those needs and partnering with other local agencies
- Excellent written, oral and visual communication skills to communicate the mission and progress of the organization
- Competence in preparing and making public presentations
- Knowledgeable and current in legislative matters affecting funding and operation of non-profits such as SVH

Compensation/ Benefits

The compensation for this position will be based upon the successful candidate's education, knowledge, skills, experience, and the potential for contribution toward the success of the mission of St. Vincent's House. Benefits are available through the Episcopal Diocese of Texas.

Application Procedure and Deadline

Please email resume, cover letter, and references to Bonnie Farmer, board president (blfarmer3@gmail.com) by 5:00pm on Friday, May 4, 2018.