



JOB ANNOUNCEMENT

EXECUTIVE DIRECTOR

Gathering for Women- Monterey

(formerly The Gathering Place)

PO Box 601
Monterey, CA 93942
831-241-6154

OUR MISSION

To provide a place where unsheltered women and those women at-risk of homelessness can:

Access community service providers including those providing housing

*Receive free food, clothing and personal care items
Enjoy a safe environment and build a sense of community*

Learn how to keep themselves safe and healthy

Gathering for Women is funded through Grants from the Community Foundation of Monterey County's Fund for Homeless Women, The Pacific Grove Challenge Grant and individual and organizational contributions

We are a 501c3 non-profit organization

About Gathering for Women - Monterey:

Gathering for Women is a once-weekly day center for homeless women providing case management, referrals, health and safety education, meals, clothing and emergency assistance. Our Food Pantry is a member of the Food Bank of Monterey County and operates three afternoons a week providing food to the hungry.

THIS IS A PART-TIME POSITION. SALARY DOE

RESPONSIBILITIES and DUTIES:

PROGRAM DEVELOPMENT AND ADMINISTRATION:

- Manage and direct operations, programs, and activities for the organization.
- Evaluate program effectiveness.
- Assess program needs on an ongoing basis, updating information and materials (i.e., pamphlets, website, teaching tools, etc.), and maintaining equipment and supplies.
- In conjunction with the Board of Directors, engage in long-term planning, including designing an organizational-wide strategic plan.
- Assist with grant writing and engage in grant management activities.
- Perform program administrative and operational tasks, as needed.

COMMUNICATIONS AND COMMUNITY RELATIONS:

- Establish sound working relationships and cooperative agreements with community groups and organizations.
- Report regularly to the board chair and otherwise ensure s/he is fully informed of activities in all program areas.
- Represent the organization to other organizations, the media and at community events.
- Maintain a working knowledge of significant developments and trends in the field of service provision to the homeless and hungry populations.
- Attend meetings, conferences, organization functions, fundraisers, events, and other job-related events as required.

HUMAN RESOURCE MANAGEMENT:

- Supervise volunteer activities in cooperation with volunteer leaders.
- Recruit volunteers and coordinate initial and ongoing trainings including enrichment training and regular volunteer meetings.
- Assist with the training of new board members.

continued on reverse

Gathering for Women- Monterey

(formerly The Gathering Place)

PO Box 601
Monterey, CA 93942
831-241-6154

OUR MISSION

To provide a place where
unsheltered women and
those women at-risk of
homelessness can:

*Access community service
providers including those
providing housing*

*Receive free food, clothing
and personal care items
Enjoy a safe environment
and build a sense of
community*

*Learn how to keep
themselves safe and
healthy*

Gathering for Women is
funded through Grants
from the Community
Foundation of Monterey
County's Fund for
Homeless Women, The
Pacific Grove Challenge
Grant and individual and
organizational
contributions

We are a 501c3 non-profit
organization

RESPONSIBILITIES continued:

FUNDRAIS

- Develop an appropriate media strategy in consultation with the board.
- Establish and maintain innovative and creative donor development strategies.
- Coordinate fundraising activities.

FINANCIAL MANAGEMENT AND LEGAL REQUIREMENTS:

- Review and monitor financial and accounting activities.
- Hire, supervise and evaluate staff in consultation with the board.
- Maintain organization records, files, documents and archives.
- Maintain confidentiality of sensitive information.
- Uphold and adhere to the policies and bylaws of the organization.

QUALIFICATIONS:

- A master's degree in public administration, social work, or a related field OR an equivalent combination of education and professional experience
- Five years of experience in public or non-profit sector management with demonstrated success in resource development and team leadership
- Strong planning and organizational skills and ability to manage multiple tasks
- Ability to work independently and as part of a team
- Strong leadership skills
- Knowledge of issues affecting the homeless population and a willingness to advocate for the needs of this population.
- Excellent oral and written communication skills including public speaking
- Familiarity with Monterey County community resources or a willingness to learn about them
- Ability to use relevant technology including Microsoft Office and Google Apps; familiarity with Quickbooks is preferred.
- Willing to work flexible hours including some evenings, early mornings, and weekends as needed.
- Must have reliable transportation, a valid driver's license, and carry vehicle insurance.
- Must pass a background check including fingerprinting.

THIS IS A PART-TIME POSITION. SALARY DOE

APPLICATION PROCESS

Please submit cover letter, resume and three professional references to:

Gathering for Women - Monterey
PO Box 601
Monterey, CA 93942

email: info@TheGatheringPlaceMonterey.org