



COTS
CHIEF EXECUTIVE OFFICER
JOB ANNOUNCEMENT
PETALUMA, CA

COTS is seeking a leader for our CEO position who shares our vision and will ensure our mission is realized. The CEO will be responsible for managing and directing the organization through collaboration with the Board of Directors and our staff. www.cots.org

Our mission is to assist people to transition from homelessness to a permanent home.

Our vision is to end homelessness in Sonoma County.

COTS was founded 30 years ago by two local women who enlisted the community in providing cots and shelter for children and adults without homes and has grown to become one of the most respected, innovative, and effective housing-focused agencies in the county. COTS also has a comprehensive Strategic Plan that will give applicants detailed information about the trajectory and targets that the CEO will be responsible for.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

LEADERSHIP

- Collaborate and consult with the Board of Directors, staff, and community partners to:
 - Utilize, update and improve the five-year dynamic Strategic Plan.
 - Lead the development of new, innovative, and effective programs.
 - Continue, strengthen and build collaborations with other organizations to end homelessness.
 - Ensure staff has the appropriate resources to perform on the Strategic Plan and measure the results of COTS' work.
 - Communicate COTS' results to the Board of Directors, grantors, funders, media, and, as needed, for advocacy.
 - Oversee organization policies, procedures, and goals.
- Demonstrate knowledge of the history, causes, and social costs of homelessness, and effective interventions that end homelessness.
- Lead, manage, motivate and engage a diverse group of senior leaders, staff and agency volunteers on a day-to-day basis.
- Support and enhance our culture of organizational process improvement through effective communication, staff collaboration, and non-punitive problem solving. Experience in both lean leadership and Just Culture concepts are highly desirable.

FINANCES

- Oversee COTS' financial soundness, including the income and expenses of each department and program.
- Oversee budget preparation and monitoring, in conjunction with the Chief Financial Officer and Board Finance Committee Chair.
- Oversee the adequacy and soundness of fiscal systems and policies.
- Ensure up-to-date risk assessments and satisfactory audit results.

ADVOCACY AND OUTREACH

Amplify COTS' innovative voice on homelessness regionally and nationally.

- Inform a wide and diverse range of stakeholders (clients, government, donors, law enforcement, and others) about COTS' success, services, and needs.
- Increase COTS' external communications and public relations.
- Develop and implement a strategy to engage communities throughout Sonoma County in order to learn, understand, and influence homelessness issues.
- Produce and elicit articles and published white papers.
- Demonstrate leadership in implementing state-of-the art and evidence-based practices and priorities for ending homelessness.
- Foster a visible and public image through regular interaction with media, speaking engagements and presence at appropriate public functions.
- Act as the COTS spokesperson at public events, and local, state, and national government hearings.

FUNDRAISING

- Collaborate with the Chief Development Officer and Board Development Committee to create, lead, and oversee innovative, high-performing, and sustainable development initiatives.
- Establish social enterprise initiatives that will generate income for COTS.
- Support and encourage Board of Directors in strategic fundraising efforts.

PROGRAMS

- Support current programs and the creation of new, innovative programs.
- Partner with other service providers to strengthen county-wide initiatives and avoid duplication of services.
- Ensure that resources are deployed to achieve maximum effectiveness, efficiency, and actually lead to a reduction in homelessness.

STAFF AND VOLUNTEERS

- Support the current staff-centric culture and increase resources that support the staff and their success within the organization.
- Promote staff and volunteers by sharing insight and ideas, new knowledge of programs and client success.
- Recruit, motivate, guide, develop, retain, and hold accountable staff capable of furthering the COTS mission.

BOARD OF DIRECTORS

- Support the Board's engagement with fund development and community outreach.
- Provide timely, current and relevant information to board members. In partnership with the Chair, ensures that board members are active, effective and appreciated. Provides board training in areas where needed including governance and fundraising.
- Promotes COTS and the advantages and contribution of becoming a COTS board member in the community. Assists the Executive Committee in identifying and recruiting potential board members.

FACILITIES

- Oversees and ensures regular maintenance, repairs, improvement and detailed records of all facilities.
- Identifies and negotiates additional facilities as needed.
- Prioritizes capital improvements and supports infrastructure enhancement.

QUALIFICATIONS AND REQUIREMENTS:

- Bachelor's Degree (Master's (M.A. or M.S.) preferred).
- Five-years of related experience; not necessarily in homeless services.
- Verifiable success in fundraising including building, maintaining and increasing donations from private donors, foundations, business donations. Experience creating successful social enterprise projects a strong plus.
- Demonstrated ability to analyze and interpret complex documents. Ability to respond effectively to sensitive inquiries or complaints. Ability to write persuasive grant applications, speeches and articles using original or innovative techniques. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to the public including communities, potential funders, business groups, Boards of Directors, governmental agencies and at public hearings.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Understanding of social media, its effectiveness and importance for nonprofits' message for outreach, fundraising and advocacy.
- Practiced in creating a work environment promoting inclusion in all its variations, that derives value from clients and other peoples' different perspectives.
- Creating, stewarding and enhancing relationships with local, state and federal agencies including the U.S. Dept. Of Housing & Urban Development.
- Demonstrate understanding and potential solutions for the housing market and funders' participation related to housing for COTS clients.
- History of living COTS' core set of Values: Integrity, Results, Accountability and Respect.
- References from former Board members as to excellence in working with a Board of Directors.
- Ability to speak and understand Spanish is helpful, but not essential.

COTS IS AN EQUAL OPPORTUNITY EMPLOYER

COTS is a drug and alcohol-free workplace environment.

The Board of Directors of COTS thank you for your interest in our organization and this position.

To apply, please respond the following way via email

- In the Subject line of the email put your Last name and COTS.
- Email in separate word documents, your resume and a cover letter to candidate@janssenrecruiting.com
- Include your LinkedIn profile URL.
- Applications will be accepted until 8/20/18.

Your candidacy will be held in the strictest confidence.

By applying for this position, you agree that you have read the Job Announcement and this notice: All applicants will be considered. Only those whose skills and experience most closely fit the requirements will be contacted. If you do not hear from us, we will keep your resume on file. We will not release your resume or contact information without your permission. Thank you.

Janssen & Associates Recruiting.
www.janssenrecruiting.com