

CATHEDRAL SHELTER OF CHICAGO

Founded in 1915, Cathedral Shelter of Chicago is a premier social service agency located on the Near West Side. It is distinguished by its reputation in the fields of recovery and supportive housing for homeless individuals and families, its committed donor base, and its support from parishes and individuals within the Episcopal Diocese of Chicago. It is one of twelve agencies comprising Episcopal Charities and Community Services.

With a 2.2 million dollar budget, 35 staff, and strong volunteer base, the agency operates an 18-bed halfway house; 28 unit supportive housing program with on-site services; outpatient recovery program; thrift store; food pantry and emergency food assistance; and a Christmas Basket program.

Executive Director Job Description

The Executive Director is the Chief Executive Officer of Cathedral Shelter of Chicago. The Executive Director reports to the Board of Directors, and is responsible for the organization's consistent achievement of its mission and financial objectives.

In program development and administration, the Executive Director will:

- Assure that the organization has a long-range strategy which achieves its mission, and toward which it makes consistent and timely progress.
- Provide leadership in developing programs, organizational, and financial plans with the Board of Directors and staff, and carry out plan and policies authorized by the Board.
- Promote active and broad participation by volunteers in all areas of the organization's work.
- Maintain official records and documents, and ensure compliance with federal, state and local regulations.
- Maintain a working knowledge of significant developments and trends in the various fields represented by Cathedral Shelter's work.

In communications, the Executive Director will:

- See that the Board is kept fully informed on the condition of the agency and important factors influencing it. Notify President of the Board of Directors of times of absence and designated staff member responsible for operations during absence.
- Publicize the activities of Cathedral Shelter.

- Establish sound working relationships and cooperative arrangements with community groups and organizations with special attention to the agency's Episcopal Church constituency.
- Represent the programs and mission of Cathedral Shelter to agencies, parishes, organizations, and the general public with special attention to the agency's Episcopal Church constituency.

In relations to staff, the Executive Director will:

- Be responsible for the recruitment, employment, and release of all personnel, both paid staff and volunteers.
- Ensure that job descriptions are developed, regular performance evaluations held, and sound human resource practices are in place.
- See that an effective management team is in place.
- Encourage staff and volunteer development and education, and assist program staff in relating their specialized work to the total program of Cathedral Shelter.
- Maintain a climate that attracts, keeps, and motivates a diverse staff of top quality people.

In budget and finance, the Executive Director will:

- Be responsible for developing and maintaining sound guidelines.
- Ensure that adequate funds are available to permit financially sound practices.
- Maintain direct involvement in development efforts in addition to overseeing staff engaged in development activities.
- Work with staff, Finance Committee, and the Board in preparing a budget and sees that the organization operates within budget to carry out its work.
- With the President and Secretary of the Board of Directors, conduct official correspondence and, with designated officers, execute legal documents.