



a path to a positive future

Our Mission

The mission of the Lawrence Community Shelter is to provide a safe shelter and comprehensive programs that set individuals and families facing homelessness on a path to a positive future.

The Lawrence Community Shelter is seeking applicants for the Executive Director position. To apply, please submit resume, cover letter, and three references to Jackie Counts at jacquelinecounts@gmail.com.

Job Description-Executive Director

The major responsibilities of this position include:

- Promote the organization within the state of Kansas and maintain a visible role for it as a bridge between the homeless services community and the public and private sectors.
- Advocate for the organization and collaborate with other agencies that affect the city and county's social service sector.
- Represent the organization in a professional manner by serving as a public spokesperson with the media and other key constituents.
- Develop and execute a solid fundraising and development plan. This fundraising plan will include developing and growing relationships with donors from diversified sources including public and private sources, individual and organizational memberships, corporate contributions and sponsorships, private foundations and coordinating fund raising events.
- Maintain strong relationships and on-going support with a diverse Board of Directors. Assist with the identification and development of new board members and key civic volunteers to leverage the strategies of the organization.
- Develop the internal resources of the organization. Implement and strengthen systems and procedures to enhance and sustain its operations.
- Oversee the planning, implementation and evaluation of the programs and services. Collect and report data monthly to the Board of Directors to inform advocacy work and decision-making.
- Explore and develop a diverse funding portfolio for programmatic services, including grant and foundation funding.
- Recruit, train, and retain staff that have technical and personal abilities to further the mission.
- Develop annual training plan for staff to ensure professional growth.
- Ensure that funding requirements and reports are completed accurately and on time.

The Executive Director required qualifications include:

- A degree from a four-year college or university or commensurate experience working in non-profits.
- A minimum of 3 years of progressive experience in leadership roles including experience directly related to fundraising, non-profit management, and advocacy.
- Strong verbal and written communication skills, including public speaking experience.
- Proven development skills in a non-profit environment that includes establishing diversified sources of both contributed and earned income.
- Experience reporting to and working with a diverse board of directors that include retaining and engaging those directors.
- Experience in leading and working with a diverse staff.
- A passion for serving the homeless community, creating a culture that allows for self-sufficiency and growth.

Preferred Qualifications:

- An advanced degree in management, business, administration, social work or public administration.
- Previous non-profit management experience.
- Demonstrated experience in fund development for a social service organization.
- Knowledge of the Douglas County philanthropic community.



www.lawrenceshelter.org