



Overview:

Chadwick Residence is a 501c3 corporation that provides homeless women and women with children with the skills necessary to live, learn and grow in a secure environment. In its 35 years of operation, Chadwick Residence has a greater than 90% success rate. Our team is driven by a passion for improving the lives of our residents by equipping them with the tools and services to make decisions and set goals that will lead to success.

We are searching for an Executive Director who will commit to the Chadwick Residence mission to provide supportive housing and a variety of professional services for homeless women and their children in an environment that empowers them to develop the knowledge and skills necessary to increase their self-sufficiency.

Chadwick Residence, located in Syracuse, NY, is an equal opportunity employer, a drug-free workplace and offers a benefit plan package. Employees are strongly encouraged to be fully vaccinated against COVID-19.

Position: Executive Director, Chadwick Residence

Job Description:

The Executive Director is the key management leader for Chadwick Residence. The Executive Director is responsible for overseeing the administration, programs and strategic plan of the organization. Other key duties include fundraising, marketing, and community outreach. The position reports directly to the Board of Directors.

Primary Responsibilities include:

- Lead and manage implementation and execution of Chadwick Residence overall strategy, including programs, services, and staff development. Advocate for Chadwick Residents' rights and interests.
- Develop and execute financial plans to ensure the financial health of the organization including budgets and program plans to assure program execution with necessary fiscal and regulatory compliance. Add to the stellar reputation of Chadwick Residence and secure grants and funding for both salaries and operational costs.
- Communicate effectively with the Board and provide timely and accurate information necessary for the Board of Directors to function properly and make informed decisions.
- Develop and train an employee team to be able to lead critical programs and manage strategic functions.

- Responsible for the enhancement of Chadwick Residence's image by being active and visible in the community and by working closely with other professional, civic, and private organizations.

Professional Qualifications:

- Bachelor's degree required, Master's degree or 7-10 years' experience preferred.
- Leadership in nonprofit organization
- Previous success in establishing relationships with individuals and organizations of influence including funders, partner agencies and volunteers
- Grant writing experience and advocacy for the homeless population preferred
- Management experience to oversee and collaborate with staff
- Strong work ethic with a high degree of energy and public speaking ability
- Strong written and oral communication skills
- Ability to utilize Microsoft Office, Google applications and HMIS database