



## **ECHO Executive Director Job Description 2019**

The Ending Community Homelessness Coalition (ECHO) is a non-profit organization dedicated to building systems that prevent and end homelessness in the Austin area. ECHO's mission is to provide dynamic, proactive leadership that engages policymakers and the community to end homelessness.

ECHO recently led the community effort in drafting the [Austin Action Plan to End Homelessness](#), which was endorsed by the Austin City Council in April 2018 and ECHO is leading the [Youth Homelessness Demonstration Program](#) here in Austin. Both efforts focus on outreach and shelter, housing and support services, addressing disparities, effective collaboration and the public/private partnerships needed to reach and sustain success. ECHO staff values include: change, collaboration, data, respect and impact.

The Executive Director will have overall strategic and operational responsibility for ECHO's staff, programs, and execution of its mission, goals and financial objectives. The ideal candidate for Executive Director must be highly effective at building relationships and influencing both policy and people. The ability to successfully build and maintain coalitions across the community and to advocate on behalf of the coalition of providers are critical to success in the position.

### **Position Overview**

- The Executive Director (ED) serves at the heart of the ECHO staff (30 members), the ECHO Board of Directors (15 members), City and County leadership, partner agency leadership and the public stakeholders working to end homelessness across Travis County.
- The ED is expected to bring visionary leadership to system level work, as well as steer the organization and guide fundraising, strategic development, management and external partnerships.
- The ED serves as a spokesperson on the solutions to end homelessness across Austin and thus is required to build relationships with funders, elected officials and governmental agencies, media, service providers, developers and national organizations.
- The ED leads a diverse staff with expertise in community housing; coordinated entry; Homelessness Management Information System (HMIS); HUD Continuum of Care (CoC) funding, performance monitoring and technical assistance; program evaluation, communications and financial management.
- The ED reports directly to the Chair of the ECHO Board but is responsible to the entire Board as well as the community for leadership, information and collaboration.
- ECHO has a \$4M annual budget, oversees \$9M in HUD CoC funding and is completing negotiation on a \$16M Pay for Success funding model.

### **Responsibilities**

#### **Organizational Leadership**

- Assist the ECHO Board of Directors with policy and governance of the organization
- Ensure that ECHO excels as the Lead Agency and Collaborative Applicant for the HUD designated Continuum of Care and Homeless Management Information System (HMIS) by staying abreast of national developments in policies, strategies and funding opportunities and by supporting a team of professionals who can successfully complete federal reporting and grant applications.
  - Includes submission of the HMIS and CoC Planning Grant renewal applications, Annual Performance Reports (APR) and all reporting, policy development and implementation required by HUD (Charter, rules, guidelines, PIT, HIC, AHAR, System Performance Measures, etc.)
  - Includes conducting the Point in Time (PIT) Count, holding stakeholder meetings, workgroups, committees and staffing the Membership Council, which serves as the governing body of the COC
  - Includes participating with the National Alliance to End Homelessness, the United States Interagency Council on Homelessness, Social Finance, CSH and other national organizations to discuss success and



challenges by sharing program data, strategies, etc. through phone calls, webinars and conference presentations to promote strategies that end homelessness

- Lead ECHO staff in the overall development, strategic planning, program implementation and management of the organization.
  - Work with the CFO to present an annual budget to the Board of Directors for their approval; Steward existing funding partners while constantly exploring alternative avenues to expand resources to meet agency needs; maintain a high level of fiscal responsibility and oversee proposal writing and grant management
  - Work with the CFO and CPO to support a high performing and caring culture across ECHO as expressed in HR policies and practices, including strong communication throughout the organization
  - Work with the CPO to plan and strategize so that ECHO offers the community a cohesive homeless response system based on best practices, data and collaboration; bring clarity to the ECHO role in relationship to other organizations

### Community Leadership

- Build on existing ECHO relationships and develop new ones to further efforts with the ECHO Board of Directors, local elected officials, business, housing and non-profit leaders to establish the public-private partnerships that will
  - enable implementation of the Austin Action Plan to End Homelessness,
  - be strategic about continuing success with the Austin Homeless Veterans Initiative,
  - end youth homelessness by 2020,
  - maximize the new Pay for Success funding model to scale Permanent Supportive Housing and
  - execute shelter transformation across Austin.
- Establish relationships with media personnel and serve as the official spokesperson of ECHO and as an authority on ending homelessness
- Find opportunities to welcome the voice of people experiencing homelessness
- Work to eliminate institutional racism from systems and institutions that impact the ability to access and maintain housing
- Work to eliminate institutional sexism and gender discrimination from systems and institutions that impact the ability to access and maintain housing
- Work closely with other executive directors of social service and housing agencies to ensure effective collaboration; use the network to promote best practices, improve program performance across agencies and strengthen ECHO's leadership role in furthering strategic efforts to end homelessness
- Develop a shared communication strategy across agencies working to end homelessness in order to educate the community on the challenge and solutions in a manner that clarifies how the public can get involved with ending homelessness
- Participate in other planning groups so that ECHO is a relevant partner and leader in the community on issues that impact housing and support services, e.g. Psychiatric Stakeholders, Re-Entry Roundtable and One Voice Central Texas.

### Minimum Qualifications:

- Proven leadership experience working with diverse stakeholders to accomplish impactful goals
- Demonstrated excellence with interpersonal skills that enhance collaboration and consensus building
- Strong communication skills, both verbal and written with the ability to represent the organization across a wide range of stakeholders and using different platforms – by phone, on-line, in-person, panel discussions, etc.
- Ability to successfully navigate in a fast-paced and outcomes-driven environment
- Demonstrated commitment to the values of diversity, respect and empowerment
- Passion for ending homelessness and an ability to communicate this passion to others



- Knowledge and appreciation for managing a cohesive portfolio of different programs, organizational structure, budgeting and administrative operations
- Demonstrated use/appreciation of complex data for planning, reporting and advocacy

**Preferred Qualifications:**

- 5 Years of direct and effective people management for staff of 10 or more
- Masters or higher in public policy, public administration, social work or related field
- Demonstrated experience in building and/or executing on community-wide strategic plans
- Experience developing and maintaining financial resources, including grants, for an organization

**To Apply:** Please send a cover letter, resume, and three references to [echoEDsearch@gmail.com](mailto:echoEDsearch@gmail.com) .

**Job Type:** Full-time.

**Compensation:** Compensation will be commensurate with qualifications and experience. (Position currently pays approximately \$100,000 annually, plus benefits.)

3/25/2019