

St. Luke's LifeWorks
Where People Learn a Living
Position Announcement - Executive Director

St. Luke's LifeWorks, a leading secular nonprofit organization in Stamford, Connecticut, is seeking an experienced and skilled professional to serve as Executive Director, someone who will make a difference in the community. The Executive Director will succeed Richard Schuster, who has retired after serving more than 22 years.

St. Luke's LifeWorks (SLLW) helps people threatened with homelessness take charge of their lives. The organization offers housing and education in essential life skills within a collaborative, caring community. SLLW believes in the power of human potential, individual responsibility, and mutual respect.

The Need

In an area where rents are among the highest in the country, St. Luke's LifeWorks provides services for people who are extremely low income, below \$35,350 for a family of four. The majority live close to the Federal Poverty Level of about \$20,000 for a family of four. The Connecticut Point-in-Time homelessness survey in 2007 revealed that there were 570 single adults and 91 families (including 169 children) homeless in lower Fairfield County. According to the 2007 South Western Regional Planning Authority's report, the "affordable" housing supply declined by 10% from 1998 to 2006.

The Organization

St. Luke's LifeWorks began 130 years ago as an organized outreach program to immigrants living in South Stamford. An independent nonprofit since 1987, today SLLW provides:

- **Housing for families and individuals.** Residential services include New Beginnings (for families and single women overcoming homelessness), Bread & Roses (for people living with HIV/AIDS), Living Our Potential (for people recovering from mental illness) and Permanent Supportive Housing.
- **Education through an agency-wide initiative called Life Long Learning.** Recognizing that housing by itself is not a solution to homelessness, the many offerings to build self-sufficiency include computer skills, developing and achieving career plans, accessing benefits and entitlements, support for completion of high school, vocational school, or college, living on a budget and establishing savings, working toward physical and mental health, and others.

In these areas, SLLW uses outcome management to measure and improve the effectiveness of service delivery, and the agency maximizes its impact on the community through cooperative alliances and collaboration with other service providers in the area.

Additional resources provided by SLLW include food, transportation, child care, the xChange Incentive Program (a store operating on a token economy where individuals spend credits earned while involved in SLLW programs), an Independence Fund (for first and last month's rent, security deposits, furniture, and utility costs), and a Volunteer Program. More than 2,000 individuals volunteer at SLLW each year.

St. Luke's LifeWorks provides educational opportunities, housing, and support services to more than 400 adults and children facing homelessness each year (as many as 250 in any given day). Services are available at ten Connecticut locations (eight in Stamford and one each in Georgetown and Fairfield).

The organization has a 19 member Board of Directors and a staff of 50. Revenues for the annual budget of about \$5 million come from individual and corporate contributions, foundation and government grants, program fees, tenant rentals, and special events. Strategic planning by board and staff is currently underway.

The Position

Under the guidance of the Board of Directors, the Executive Director is the chief executive officer. In 2009-2010, the Executive Director will face specific opportunities and challenges, particularly inspiring others to achieve the agency's mission, managing the agency exceptionally well to align operating goals with that mission, and raising funds from all sources to enhance financial strength during difficult economic conditions.

Duties and Responsibilities

- Functions as agent of the Board of Directors in the oversight and operation of the agency, and leads the organization to achieve its mission.
- Develops and then recommends organizational direction for board approval; establishes and executes both current and long-range objectives, plans, and policies.
- Maintains an effective and highly qualified staff; manages and develops that staff, providing guidance and authority to deliver programs that enhance participants' lives.
- Drives fundraising and development efforts.
- Assures the adequacy and soundness of the agency's financial structure.
- Represents the organization to major donors, government agencies, program participants, volunteers, government/legislative leaders, and the community.
- Compares operating results and program outcomes to established objectives and takes appropriate remedial action when necessary.
- Maintains an effective communication system throughout the organization.
- Explores and evaluates collaborative relationships with other organizations.

Personal Qualities and Skills Desired

- Shows passion for the agency's mission and commitment to the goal of ending homelessness.
- Has strong leadership and management skills and sound judgment.
- Relates well to participants; shows compassion for their needs, and helps them achieve self-sufficiency.
- Exhibits zeal for fundraising; spends time cultivating donors and working with development staff.
- Possesses professional interpersonal and team-building skills.
- Communicates persuasively in writing and orally, one-to-one and with groups of all sizes.
- Demonstrates initiative and ability to deal with multiple complex factors and is capable of independent thinking and taking rational risks.

Experience Desired

- Significant senior experience managing and growing an organization, ideally with budgets of at least \$5 million and approximately 50 staff or more.
- Strategic planning and implementation.
- Success with fundraising from individuals, corporations, foundations, and others.
- Program management, including volunteer programs and services for people with diverse needs.
- Financial management.
- Familiarity with educational processes, government grants, and supportive housing.
- Work with nonprofit boards.
- Residence in the southwest Connecticut area or ability to relocate is preferred.

For more information, please see www.learnaliving.org.

To apply, please send cover letter, resume and salary history to Susan Egmont at Egmont Associates:

segmont@egmontassociates.com

Word document attachments only, please.