

CHIEF EXECUTIVE OFFICER



about housing solutions

Housing Solutions, Inc. is a 501(c)(3) nonprofit organization dedicated to building systems that make homelessness rare, brief, and non-recurring in Tulsa, Oklahoma. Housing Solutions is the lead agency for the Tulsa County HUD-funded Continuum of Care (CoC), also known as A Way Home For Tulsa.

The agency is the implementation lead for A Way Home For Tulsa's strategic plan while guiding local service providers through systems changes to implement evidence-based practices.

Housing Solutions seeks experienced, innovative, and passionate leadership that engages nonprofit organizations, private businesses, governmental entities, philanthropic individuals and organizations, the investment community, and citizens to address and end homelessness in Tulsa County.

the position

The CEO will lead the overall strategic and operational responsibility for Housing Solution's staff, programs, and execution of its mission, goals, and financial objectives.

The CEO will work proactively and collaboratively with City and County leadership, partner agency leadership and the public stakeholders working to end homelessness across Tulsa County and the state of Oklahoma. The CEO is expected to bring visionary leadership to system-level work, as well as to steer the organization by leading fundraising, strategic development, management, and building external partnerships.

The CEO will serve as a spokesperson on the best practices to end homelessness across Tulsa and thus is required to build relationships with funders, elected officials and governmental agencies, media, service providers, developers, and national organizations.

The CEO will lead and develop a diverse staff with expertise in affordable housing, coordinated entry, Homelessness Management Information System (HMIS), HUD Continuum of Care (CoC) funding, performance monitoring, technical assistance, program evaluation, communications, and financial management. The CEO will oversee client-facing programs to manage the \$2.4M annual budget, funding programs such as Criminal Justice Initiatives, Homeless Street Outreach, and the Landlord-Tenant Resource Center.

CHIEF EXECUTIVE OFFICER



reports to

The Chief Executive Officer is responsible to the Board of Directors and the community for leadership, information, and collaboration.

responsibilities

The Chief Executive Officer will promote a workplace culture that is consistent with the mission, policy and governance of the organization. This will be accomplished through the following actions:

organizational leadership

- Ensure the successful implementation of the strategic plan to reduce homelessness in the Tulsa area. This plan is rooted in community goals for homelessness prevention and intervention and incorporates community vision, best practices, and measurable outcomes for the region. Oversee implementation of the strategic plan, collect, and analyze applicable community data to determine progress in meeting community-wide goals and make funding recommendations to community partners.
- Champion community consensus around strategic plan goals and community strategies to achieve them.
- Help steward existing funding partners and constantly explore alternative avenues to expand resources to meet agency needs while maintaining a high level of fiscal responsibility and oversight of proposal writing and grant management.
- Timely preparation, review and submission of CoC Planning Grant renewal applications, Annual Performance Reports and all reporting, policy development, and implementation required by HUD (Charter, rules, guidelines, PIT, System Performance Measures, etc.).
- Ensure that Housing Solutions 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.
- Work with the Housing Solutions staff and CoC member agencies to plan and strategize to offer the Tulsa community a cohesive homeless response system based on best practices, data, and collaboration; bring clarity to the Housing Solutions role in relation to other organizations.

CHIEF EXECUTIVE OFFICER



responsibilities (cont.)

strategic communications and public relations

- Serve as the public face for Housing Solutions and its member agencies on the national level, with the National Alliance to End Homelessness, the United States Interagency Council on Homelessness, and other national organizations to discuss successes and challenges by sharing program data, strategies, and trends through phone calls, webinars, and conference presentations to promote strategies that end homelessness.
- Endeavor to be the convener of opinions and people across the spectrum of beliefs of the how and why homelessness exists in an effort towards ending it.
- Unite community partners from the private, corporate, and business sectors to prevent, combat, and serve those affected by homelessness. Strive to deepen, build, and maintain relationships with these partners.
- Ensure a strong advocacy presence for Housing Solutions with local, state, and national entities with the guidance from the Board of Directors.
- Develop and implement an awareness plan on homelessness and community goals to heighten awareness of the issue.
- Serve as the main point of contact regarding the Continuum of Care in the community.

financial management

- Establish and maintain sound financial and organizational management policies and procedures.
- Oversee annual budget development process in conjunction with the Finance Committee & Board.
- Oversight of grants and compliance.

board development

- Develop collaborative relationships with the Board of Directors, provide proactive communications, support committees and meetings and manage on-going strategic planning.
- Work with the Board President and Executive Committee to establish committees as needed and to assure proper fiscal, staff and program oversight.
- Communicate regularly with the Board on the actions and strength of the COC, and support the board with recruitment, development and training.

resource development and fundraising

- Establish a resource development plan and associated fundraising efforts.
- Establish and foster strong relationships with private donors.
- Research and identify relevant grant and foundation opportunities for new or expanded funding.

CHIEF EXECUTIVE OFFICER



responsibilities (cont.)

personal and operations management

- Create a work environment that motivates staff and builds upon their strengths.
- Determines staffing requirements by hiring, supervising, developing, evaluating and setting compensation for staff.

community collaboration

- Develop and maintain relationships with COC members, homeless families and formerly homeless constituents, government officials and agencies, the media, funders and community leaders.
- Ensure that Housing Solutions consistently promotes its values and mission and encourages its members and community partners to do the same.
- Build relationships with new partners and forge new strategic collaborations.
- Find opportunities to welcome feedback from the people we serve, providing deep listening to the voice of people experiencing homelessness.
- Work to eliminate institutional barriers to equity from systems and institutions that impact the ability to access and maintain housing.
- Champion new movements that bring new light, energy, and resources to broaden our quest to end homelessness in the Tulsa area.

other duties and responsibilities

The CEO shall perform such duties as are commensurate with the position, including without limitation, such duties as may be assigned by the Board. In performing his or her duties, the CEO shall comply with all applicable federal, state, and local laws, HUD regulations and guidelines, and directives and policies of the Board.

education and experience

The ideal candidate will have a minimum of a bachelor's degree or higher in Public Policy, Public Administration, Social Work, or related field or equivalent work experience. The ideal candidate will have 7-10 years of non-profit leadership, direct people management, and 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. Demonstrating a passion for the work that Housing Solutions does must be palpable for any leader in this organization, thus experience in affordable housing or homelessness-related agencies is preferred.

CHIEF EXECUTIVE OFFICER



education and experience (cont.)

- Genuine passion for the mission of the organization in ending homelessness and creating a community where belonging is core to engagement.
- Proven record of treating people with respect and dignity; promotes equity, diversity, and inclusion in all aspects of business and civic life.
- Ability to attract, engage, develop, support staff, volunteers, and community leaders by fostering an inclusive, collaborative, results-oriented environment that empowers and develops the community.
- Demonstrated experience working effectively with an influential Board to advance the Housing Solutions' priorities and achieve impactful outcomes and execute community-wide strategic plans.
- Action-oriented and respected industry professional with a record of accomplishment of success and demonstrated history of thriving in a fast-paced and outcomes-driven environment.
- Strong planning, interpersonal, networking skills and coalition building.
- Confident in ability to use complex data in planning, reporting, and advocacy work as it aligns with mission and outcomes sought by organization and to develop and maintain financial resources, including grants, for organization.
- 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, online, in-person, panel discussions, etc.
- Demonstrated experience in managing a cohesive portfolio of different programs, organizational structure, budgeting, and administrative operations.
- The ideal candidate will have a minimum of master's or higher in Public Policy, Public Administration, Social Work, or related field or equivalent work experience.

contact information

Rory Connellan

📞 704.650.8630

✉️ rory@winnerpartners.net

Martita Mestéy-Durruthy

📞 847.337.3200

✉️ martita@winnerpartners.net

Steven Oberhoffer

📞 312.404.7971

✉️ steven@winnerpartners.net

Tina Winner

📞 724.831.1060

✉️ tina@winnerpartners.net