



# Central Iowa Shelter & Services Employment Opportunity

**Position Title:** Deputy Executive Director

**Classification:** Full-Time, non-exempt, some on-call may be required, pay based on experience.

**Office Location:** 1420 Mulberry Street, Des Moines, IA 50309

**Reports to:** CEO

**Salary Range:** \$60,000-\$80,000

**Travel Requirements:** Travel within the community is required.

**Position is open until filled. Interested candidates should send cover letter, resume, and salary requirements to: [moneil@centraliowashelter.org](mailto:moneil@centraliowashelter.org)**

**Organization Overview:** *Since 1992 Central Iowa Shelter & Services' mission is to provide low-barrier shelter, meals and support services at no cost to adults experiencing homelessness and to facilitate their move toward self-sufficiency. Approximately 2,000 women and men experiencing homelessness have received emergency shelter and supportive services to help them move beyond homelessness each year.*

In September 2012, CISS opened its new facility. The facility grew from being 8,000 square feet and 96 beds to 207 beds and 42,000 square feet. It is equipped to provide expanded emergency shelter (150 beds); expanded transitional housing for Veterans (19 rooms); and 38 Project Based Section 8 Voucher efficiency apartments. Along with expanded housing capacity, CISS also provides an on-site health clinic, food pantry, clothing closet, classrooms, and a 30-foot growing dome.

All guests and residents are provided evening and breakfast meals; access to shower and laundry facilities, a weekly medical clinic, and group counseling; as well as individualized case management, life skills instruction, and referrals to other community services/benefits. Programming continues to evolve to meet emerging homeless and community needs.

## **Position Overview:**

We seek a smart, driven, confident professional with a passion for serving the community and helping people become the best version of themselves by working directly with the CEO on various operational aspects of the organization. This incredible opportunity for growth will challenge your knowledge, business acumen and temperament to grow quickly, as you learn the intricate organizational functions that drive one of the fastest growing non-profits in the state of Iowa.

A Deputy Executive Director is a senior role which involves overseeing the construction and implementation of the phase II housing project adjacent to the existing facility.

It's the Deputy Executive Directors job to make sure the new housing project is running as well as it possibly can, with a smooth efficient service that meets the expectations and needs of customers and clients.

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With a broad role, the Deputy Executive Director will monitor and analyze the current system to check its effectiveness, and working out a strategy for improving within the new facility. Assuring CISS vision to provide growth for all in effectively implemented using the housing first and Critical Time Intervention models.

Including the management of day-to-day activities in the new phase II housing complex, analyzing statistics and reading/writing reports, the Deputy Executive Director will play a vital role in the overall success of CISS into the future.

As the Deputy Executive Director, you will also have to do a lot of liaising with other team members, including interacting with managers of different areas of the organization, presenting findings to stakeholders and higher management as well as training and supervising new employees and tracking and measuring staff performance.

Other duties and responsibilities include:

- Planning and controlling change
- Managing quality assurance programs within the 24 housing units
- Researching new technologies, best practices and alternative methods of efficiency to serve chronically homeless.
- Setting and reviewing budgets and managing cost with other members of Senior Leadership and Housing Development team
- Raising development funds for long term operational success
- Overseeing inventory, distribution of goods and facility layout for new phase II project -24 chronically homeless

## **The finer details...**

The position will work full-time doing standard office hours, but overtime in evenings and at weekends may be necessary, especially during big projects or periods of change.

## **Responsibilities**

- Participate in Executive presentations with the CEO to develop new business opportunities
- Operate as a liaison between CEO and other department leaders
- Embrace a wide range of tasks, both analytical and administrative in support of a fast-paced entrepreneurial environment,

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- Manage a variety of special projects for the CEO which have strategic organizational impact
- Maintain professional and technical knowledge of search marketing industry through professional workshops, professional publications and establishing personal network
- Assist the CEO with strategic planning and coordination of the organization's programs, projects, and policy positions in conjunction with the new housing project
- Manage the organization in the absence of the executive director
- Work to secure financial support CISS, write grants, run pay-for-service programs with support from program managers, and organize fundraisers.

### Basic Qualifications

- Bachelor's degree, (MBA a plus) or
- 12 years of paid full time work experience in a non-profit agencies operations management and supervision experience in a related field
- Considerable knowledge of the mission, objectives, policies, programs and procedures of Central Iowa Shelter & Services
- Deep interest/ background in social services
- Training and Development Background

### Key Competencies

- Excellent communication skills both written and verbal
- Ability to manage multiple tasks and to develop solutions to problems with limited supervision
- Ability to work with all levels of an organization
- Strong interest in consultative building community, understands importance of development/outreach as a core business function
- Passion for learning and is coachable
- Basic knowledge of asset management, including financial resources and property.
- Resourceful
- Strong critical thinking, solutions oriented and a "can do" attitude
- Ability to blend rationalism with creativity to derive data driven insights
- Energetic and Optimistic
- Enjoys the diversity of the world and loves meeting new people and exploring new cultures

If you want to be a key member of one of the fastest growing non-profits by redefining the industry norms, tell us why by submitting your sparkling cover letter and resume.

### Physical requirements and work environment

While performing the duties of this job, the employee is regularly required to use hands and fingers, feel, talk or hear. The employee is frequently required to sit, stand and walk. Work will be performed either in an office environment or in the field. Must be willing to travel as needed to perform job requirements. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

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## **Benefits :**

Participation in company health insurance plans, Long Term disability, short term disability, Life Insurance, Personnel Time Off and the opportunity to purchase dental and vision insurance

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