

The Corvallis Daytime Drop-in Center is hiring an Executive Director

The Corvallis Daytime Drop-in Center (CDDC) serves low-income people in the Corvallis area who live with a variety of intersecting issues, including mental health diagnoses, past incarceration, lack of education, and homelessness. We provide information and referrals, socialization, food, medical assistance, mail services, phone access, and our Homeless Employment Launching Project (HELP). To learn more about CDDC, visit our website at <http://corvallisddc.org/> and listen to the [Local Folks Podcast \(Season 3\)](#) on KBOO.

We seek to hire an Executive Director to evolve our growing organization and increase our organizational capacity. This position will work with the Board, partners, volunteers, and guests to expand our services, create opportunity for increased development activities, and scale up our positive outcomes. Work will include upgrading our current volunteer-based organizational model, to better support our overall goal to meet the needs of our guests.

Qualifications:

Our ideal candidate for Executive Director brings a macro view of the issues of homelessness and current best and evidence-based practices of drop-in centers, the Housing First model, mental health first aid, and trauma-informed care. In addition, the candidate espouses the values of our organization, such as treating those we serve with respect and dignity, regardless of their circumstances, and working in solidarity with our guests.

Ideal candidates will demonstrate how their skills and qualifications relate to the job duties listed below. We recognize relevant skills and experience to be at least as important as education, so a degree is not required for this position. A minimum of three years of senior level nonprofit organization experience is preferred.

Duties and Responsibilities:

Leadership

- Participate with the Board in developing a vision and strategic plan to guide the organization, including the executive transition
- Conduct official correspondence on behalf of the Board and jointly with the Board as appropriate
- Foster effective teamwork with CDDC volunteers

Operational Planning and Management

- Oversee the efficient and effective day-to-day operation of the organization
- Provide support to the Board by preparing meeting agendas and supporting materials

Program Planning and Management

- Oversee the organization's program to maintain and improve quality, transitioning this duty from the Board to the ED
- Evaluate the need for additional programs and/or partnerships

Financial Planning and Management

- Work with the Board to prepare a comprehensive budget
- Research funding sources, oversee the development of fundraising plans, and write funding proposals to increase the funds for the organization, working with the Board as appropriate.
- Participate in fundraising activities as appropriate
- Work closely with our accountant to provide the Board with reports on revenues and expenditures of the organization

Community Relations/Advocacy

- Establish good working relationships and collaborative arrangements with community group, funders, politicians, and other organizations to help achieve the goals of the organization
- In addition to the Chair of the Board, act as a spokesperson for the organization
- Represent the organization at community activities to enhance the organization's community profile

Risk Management

- Identify and evaluate risks to the organization and implements measures to control risks
- Ensure that the Board and organization carries appropriate and adequate insurance coverage

Work hours, benefits, salary and location:

Hours: 40 hours a week, including some evening and weekend meetings and events.

Salary and benefits: \$50,000 plus health insurance

Location: The Center is located at 530 SW Fourth Street in Corvallis. The ED should expect to be available at the Center most days, but there is some flexibility in working from home or an alternative office.

To apply send resume and cover letter to aleita@cmug.com by December 20th.