



Astoria Warming Center

Executive Director

Clatsop County has the highest rate of homelessness in Oregon.. This is your opportunity to lead a shelter with a proven six-year track record as it transforms to a much needed year-round shelter. Our goal is to provide low-barrier year-round shelter to Clatsop County.

Executive Director (ED) Job Responsibilities:

- Leadership. The ED helps to shape and fulfill the vision. The ED is the bridge between the guests, the Board, the staff, and the volunteers.
- Fund Development. The ED is responsible for and leads all fundraising events, grant writing, and large requests.
- Board Support and Development. There is a partnership between the Board and the ED. The ED helps to build an effective Board by taking over responsibility for the operation of the warming center and the Board helps to support an effective ED by providing clear and relevant policies.
- Financial Management. The ED, along with the Treasurer, must be able to understand financial documents and be able to share the “financial story” with the Board. The ED is responsible for nonprofit tax returns and various government entity filings. An important aspect of Financial Management is compliance with the Board approved budget and spending restricted grants appropriately.
- Human Resources. The ED is responsible for recruitment, onboarding, retention, and management of staff.
- Operations. The ED is responsible for ensuring the safety of Warming Center guests. Safety takes on an additional dimension given COVID-19.
- Programs and Advocacy. Consistent with the vision of ending homeless, the ED will play a role in advocacy and systemic change. The ED will be familiar with best practices like Built for Zero.
- Community Relations and Communication. The ED will build strong relationships with all of the stakeholders — guests, community members, government entities, social service agencies, and the media. The ED will promote a shared vision to end homelessness.
- Compliance and Best Practices. The ED will ensure the organization is in compliance with all laws and regulations.

The priority the first year is to lead the Astoria Warming Center in finding a new building to develop a year round overnight shelter within Clatsop County. A key component is finding multiple sources of ongoing sustainable funding for paying the ED salary as well as searching for and funding an appropriate building to house the expansion.

Work Hours While this is a full-time job the work hours are flexible. You get to create a schedule that works for both you and the center. Some evening hours may be needed.

Executive Director Qualifications / Skills:

- Demonstrated leadership and management skills
- Ability to multi-task
- Takes initiative
- Works independently
- Creative problem-solving skills
- Enthusiastic support of the AWC Mission
- Flexible
- Organized
- Collaborative

Education and Experience

- Experience working collaboratively with state and local government
- Non-profit management or related experience in an operational environment
- Management or supervisory experience

Do you want to be a leader in ending homelessness in Clatsop County? If yes, then email your resume to us at chelseybridges.awc@gmail.com