



**Montgomery Area Coalition for the Homeless, Inc.
DBA Mid-Alabama Coalition for the Homeless (MACH)
Position Description**

Position Title: Executive Director
Reports To: Board of Directors
Supervises: Program Services Coordinator
Management Assistant
Finance Consultant
Bookkeeper

Summary: This is a responsible position of leadership in the Mid-Alabama Coalition for the Homeless' (MACH) efforts to reduce and end homelessness in Mid-Alabama. The Executive Director provides oversight and administrative/management functions for MACH, the HUD- designated Continuum of Care (CoC) for a five-county area including Montgomery, Autauga, Bullock, Elmore, and Lowndes counties. The CoC evaluates community needs and makes plans to deliver housing and services to meet those needs and oversees HUD's local planning process for the distribution of funds for homeless programs. The CoC system includes all of the various types of services that an individual or family experiencing homelessness or at risk of homelessness may need. MACH works with many member/partner agencies and service professionals to accomplish the tasks in its plans.

Duties: The Executive Director will be responsible for the planning, assessment, and organizational tasks necessary to fulfill the duties and responsibilities of MACH as the HUD CoC. Duties include management of Board of Director functions; planning and program development; grant writing and other resource development; staff training and supervision; developing policies and procedures; budget preparation and monitoring; performance improvement/monitoring program activities to ensure programs meet grant and other requirements; and representing MACH in the community. Duties generally fall into the following categories:

Governance

- Manage logistics of the Board of Directors, including preparation of agendas, minutes, financial reports, and other documents, and attend all Board meetings.
- Ensure that meeting arrangements are made for all Board and advisory committee meetings, general membership meetings, and other special meetings or training events.
- Ensure that minutes of all meetings are recorded, distributed, and maintained on file.
- In concert with Board members, seek out and invite new Board members to fill vacancies.
- Provide orientation to new Board members, answer Board member questions, and provide assistance to Board members as requested.
- Assist the Treasurer and Finance Committee in preparing an annual budget, monitoring financial status/performance, and maintaining financial records.

- Perform administrative, management, supervision, financial and other required duties for all grants received by MACH from government and private funding sources. This includes ensuring compliance with all requirements of the funding source.
- Assist the Membership Committee in recruiting members as needed to ensure adequate representation of homeless services agencies, members of the business community, homeless and formerly homeless persons, governmental agencies and other stakeholders.
- Ensure the maintenance of the membership list as well as collection of annual dues.

Financial and Administrative

- Ensure MACH's compliance with the requirements of all grants and contracts, including monitoring of expenses and spend-down schedules and timely submission of required grant reports.
- Oversee procurement and management of appropriate office and program space for MACH activities.
- Develop and maintain grant subrecipient contracts and agreements.

Programs

- Work with the Board of Directors to determine what programs will be provided directly by MACH.
- Provide leadership, oversight and submission of the annual CoC Consolidated Application for funding from the U.S. Department of Housing and Urban Development.
- Work closely with the designated Homeless Management Information System (HMIS) Lead Agency.
- Ensure that an annual Point-in-Time Count is held according to HUD guidelines.
- Ensure that annual required data, including but not limited to, AHAR, HIC, PIT, CAPER and APR data, is submitted timely to HUD.
- Obtain agency/member input in compilation of surveys and reports, including homeless enumeration, gaps analysis, and other data collection activities.
- Provide limited technical assistance to agencies in preparation and submission of applications for annual HUD funding, as well as funding from other sources.
- Provide leadership and guidance to agencies in understanding the importance of participation in the Homeless Management Information System (HMIS).
- Ensure appropriate recording of data in the HMIS for persons served by MACH using homeless assistance grant funds.
- In partnership with the HMIS lead agency, oversee the development and operation of a Coordinated Assessment System for the CoC.

Human Resources

- Ensure appropriate hiring, evaluation, and other personnel procedures and provision of necessary training and professional development for staff and volunteers
- Supervise staff employed by or assigned to MACH; such staff may include persons employed or contracted to carry out MACH programs and activities.

Community and Partners

- Serve as the designated contact for MACH organization and its members.

- Meet with key community stakeholders to build relationships and provide information about CoC programs and services.
- Develop and distribute literature and other communications for use in public relations, marketing, and fund raising, and ensure that the MACH website is maintained.

Development and Other

- Engage in grant writing to secure funds for staff for MACH administrative functions and programs and to meet other needs of MACH.
- Attend HUD Technical Assistance and other workshops and meetings to remain abreast of regulations regarding homeless issues.
- Participate and assist the Board in fundraising activities to secure funds for additional staff and other activities of MACH.
- Perform other duties as assigned by Board President/Board of Directors.

Qualifications: Individual should have a solid combination of training, knowledge and experience in program/project management/implementation, marketing, public relations, human resources, and grants management. Must be skilled in verbal and written communication, organized, computer literate, and capable of managing a variety of activities/projects. Must have supervisory experience and must be able to perform in a high stress environment.

Education and Experience: Minimum of a Bachelor's degree in social service or management-related field. Five years' progressive management experience is required. Experience in marketing, public relations, grant writing and grant management is preferred.

This job description is subject to change by the MACH Board of Directors at any time.

Developed March 30, 2019

Revised August 19, 2024