



Hollywood 4WRD Executive Director Job Description

Hollywood 4WRD is seeking an effective leader who can facilitate collaborative planning among diverse coalition members. The executive director is the key management leader for Hollywood 4WRD, is responsible for overseeing the administration of the organization, and ensuring that the mission is carried out successfully. Other key duties include advocacy, community outreach, and implementing the new two-year strategic blueprint. The strategic blueprint can be viewed here: hollywood4wrд.live/blueprint.

As Hollywood 4WRD's inaugural executive director, this role offers an abundance of opportunities for an entrepreneurial leader. Supported by an energetic and committed founding board, the executive director will work alongside the founding board in shaping the organization and implementing a strategic plan that was developed through a structured community outreach process.

Hollywood 4WRD's membership is represented by a broad range of interests and industries. As such, the executive director should bring a collaborative spirit to the position, along with a diplomatic communication style. As the voice of the organization, the executive director will represent the organizations' advocacy positions to local policy-makers and will communicate the organizational mission to the community and stakeholders.

About Hollywood 4WRD

Hollywood 4WRD is a 501c4 nonprofit whose mission is to create systemic change to address homelessness in Hollywood through advocacy, education, service coordination, and innovation. Evolving over the years from a grassroots coalition formed in 2008, the organization has developed a brand-new strategic plan and established a founding board which will work in partnership with the executive director to implement the plan and build the organization. The "4WRD" refers to the built structure of a home: four (4) walls, a roof, and a door.

GENERAL RESPONSIBILITIES

Board Governance: Works with board in order to fulfill the organization's mission. Responsible for leading Hollywood 4WRD in a manner that supports and guides the organization's mission as defined by the Board of Directors. Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions. Works with board committees to operationalize strategic plan goals.

Financial Performance and Viability: Works with the board of directors to develop resources sufficient to ensure the financial health of the organization. Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position. Responsible for fundraising and developing other resources necessary, in partnership with the board, to support Hollywood 4WRD's mission.

Organization Mission and Strategy: Responsible for implementation of Hollywood 4WRD's four core goals of advocacy, education, service coordination, and innovation that carry out the organization's mission. Responsible for the enhancement of Hollywood 4WRD's image by being active and visible in the community and by working closely with other professional, civic and private organizations. Responsible for membership engagement, recruitment, and retention.

Organization Operations: Oversees and implements appropriate resources to ensure that the operations of the organization adhere to the annual budget. Responsible for effective administration of Hollywood 4WRD's operations. Responsible for hiring subcontractors and executing agreements as approved by the board of directors.

PROFESSIONAL QUALIFICATIONS: Bachelor's degree required; Master's preferred in human services, business, or other related field. Proven track record of transparent and high integrity leadership. Five or more years senior nonprofit management experience or other relevant experience related to homeless services or advocacy. Familiarity with the Hollywood community is preferred, but not required. TYPE: Independent Contract position COMPENSATION: Commensurate with experience RESPOND: Please forward your resume and cover letter to Hollywood4WRDExecutiveSearch@Gmail.com