

The Organization

Founded in 1999 in response to the number of homeless children in Allegheny County, the Homeless Children's Education Fund (HCEF) is a 501(c) 3 nonprofit organization that supports the educational needs of children experiencing housing insecurity and homelessness in the region. HCEF has adapted and grown to serve over 2,400 youth each year through a wide range of programs and services.

Mission: To advance the education of children and youth experiencing homelessness in Southwestern PA, guiding them to be productive, empowered citizens.

Guiding Principles: We believe that...

- All people have intrinsic value, unique gifts, and deserve respect.
- Homelessness is a condition, not an identity.
- Quality education is a civil right, which breaks the cycle of poverty and empowers youth to lead fulfilling lives.
- Parents and families are critical partners in their children's education.
- Every community is responsible for eliminating homelessness.

HCEF serves children, youth, and their families experiencing homelessness and housing insecurity through the following core programs:

- **Building Blocks K-8:** Partnering with homeless housing agencies and schools, HCEF's afterschool and summer programs and mobile tutors provide on-site programming and support on homework, literacy, and creative projects as well as bring activities, books, and supplies for student residents of partnering shelters and transitional housing facilities in the community.
- **Educational Mini-grants:** HCEF offers yearly mini-grants of up to \$2000 to homeless housing providers for on-site educational enrichment opportunities for children and youth including educational programs, projects, materials, and community excursions.
- **Emergency Education Fund:** The Emergency Education Fund provides funding of up to \$500 for young people up to age 24 who are currently in a homeless situation and who have an unexpected, immediate need preventing access to or completion of educational, extracurricular, or career-related activities.
- **Enrichment Program:** Enrichment workshops are offered year-round to children at our partnering homeless housing agencies. Programming is flexible and can be scheduled as an after-school workshop series, summer camp, or drop-in.
- **Hope Through Learning Award:** This post-secondary education support \$2,500 award for youth aged 24 or under in Allegheny County who are experiencing or have experience homelessness supporting college or career training expenses.
- **Learning Centers & Technology:** HCEF has established these spaces in homeless housing and service facilities where afterschool, summer, and enrichment programs are held and where kids can do their homework play, read, and use the computer.
- **School Supplies & Backpacks:** HCEF's annual backpack program ensures that on the first day of school, children experiencing homelessness have a new backpack with the school supplies they need.
- **Teen Outreach:** One-on-one support for teens with unstable housing to empower and support them to problem-solve, meet basic needs, and plan for college and/or career.



For more information about the organization, please visit the [HCEF website](#).

Position Overview

The new Executive Director of HCEF will lead a small but mighty team as it recalibrates its strategic focus to meet the evolving needs of the region's homeless children and youth through the pandemic. The candidate will be energized by a passionate and committed Board of Directors and will be experienced in fundraising, board governance, facilitation, and consensus building.

An experienced nonprofit leader, the Executive Director will be empathic and model active listening in nurturing a collaborative, independent, high-performing work culture rooted in trust and transparency. They will demonstrate innovative optimism as they build upon the organization's success in service, advocacy, partnerships, and fundraising. They will strengthen current external partnerships and forge new ones, increasing community outreach and engagement in the organization's work to support the education of our region's children and youth experiencing homelessness and housing insecurity.



The successful candidate will be a relatable leader able to connect to the mission of HCEF and activate funders, staff, volunteers, partners, and the community to engage with it. They will have the executive presence to make HCEF's message resonate and get it in front of busy people effectively. They will be a strong fundraiser and connector, comfortable with funders, as well as with the children and families HCEF serves.

Managed by a 15-member Board of Directors, the Executive Director will oversee an 8-person staff and manage an annual budget of nearly \$1 million. The Executive Director is responsible for the fundraising efforts to support the organization. Accordingly, the Executive Director develops relationships and communicates the importance of the HCEF mission to a donor group that includes foundations, individuals, and corporations. It has been HCEF's practice to fully fund the next year's budget by the completion of the current year.

The Executive Director will perform the following duties and will work in accordance with the policies and goals established by HCEF and the Board of Directors:

Leadership & Administration

- Empower HCEF to achieve its mission by modeling emotionally intelligent and trauma-informed leadership through a dynamic time in our community during the pandemic for those struggling with homelessness and housing insecurity. This includes oversight of day-to-day operations, fiscal management, human resources, and resource and program development.
- Provide inspirational leadership to the HCEF team. Manage staff with trust and respect, co-creating a work culture in which staff are empowered; providing development opportunities and clear goals for performance, and ensuring fair compensation and benefits; delegating responsibility and authority so they can do their jobs without being micro-managed.
- Support and expand staff ability to measure, quantify, and document program effectiveness and impact.
- Manage budgeting processes, including creation of the annual budget and the consistent delivery of financial information to the Board through accurate reporting.

Fundraising

- Assume responsibility with the Director of Development to raise the necessary funds to cover the annual expenses of the staff and programs.
- Oversee fundraising events including the annual Champions for Children event.
- Pursue foundation funding for programs that align with the missions of both HCEF and the foundations.
- Pursue both individual and corporate donors to support HCEF.

External Relations

- Establish and maintain positive relationships with HCEF’s constituents, partners, and supporters including schools, nonprofits, housing authorities, homeless service providers and shelters, community residents, parents, funders, and public officials.
- Serve as an effective spokesperson for the organization to a wide variety of audiences (including community leaders, funders, and partners).

Advocacy & Social Impact

- Serve as the external voice of the organization, raising the community’s awareness of and engagement in HCEF’s work and enhancing the organization’s visibility, relevance, and credibility.
- Act as a thought leader, advocate, and spokesperson with partners, elected officials, the media, at events, and in the communities HCEF serves.
- Oversee and strengthen the organization’s development to enable it to reach more regional children and youth facing homelessness and housing insecurity.
- Foster long-term, effective relationships with partner organizations to grow HCEF alliances and impact.



Strategy & Future Direction

- Development of a strategic plan including working with the staff on their specific program and operational priorities.
- Increase sophistication in working with corporations and funders to address youth-related issues.
- Successfully develop greater capacity to reach homeless children and youth through partners and programming.
- Uphold and adhere to the mission, values, and philosophies of HCEF along with policies and practices.

Board Relations & Governance

- Actively engage and energize the HCEF Board, staff, and volunteers as well as creative partnerships that position HCEF for growth and new opportunities.
- Develop, engage, and support strong governance for a passionate Board of Directors.
- Collaborate with the Board to develop, maintain, and execute a strategic plan for the future of the organization within the context of the local educational, homeless and housing services landscape.

Knowledge, Skills, and Abilities

The Executive Director will be a strong communicator, active listener, relationship builder, and team motivator sharing the Board’s deep commitment to HCEF’s mission. All candidates should have executive leadership experience, a proven ability to effectively build or work with a nonprofit Board of Directors, and exceptional relationship management skills.

Demonstrable experience, competencies, and qualifications include:

- A deep passion for HCEF’s mission.
- Effective listening and consensus-building skills.
- Working style that is transparent, encouraging, and collaborative.
- High-level strategic thinking and planning capacity.
- Ability to envision and convey the organization’s strategic future to staff, Board, volunteers, and donors.
- Educational background aligned with the requirements of the position.
- Experience working with a Board of Directors required, or substantial nonprofit board service.
- Excellent donor relations skills and understanding of the funding community.
- Able to navigate Pittsburgh’s education systems and knowledgeable of education systems generally.
- Accomplished public speaking and excellent communication skills, both written and verbal, with the ability to think/speak on one’s feet and serve as a strong external spokesperson for an organization.
- Experience with budgeting and financial management.

Performance Objectives

In year one, the new Executive Director is expected to continue to deliver outstanding outcomes while successfully completing the following objectives:

- In collaboration with the Board of Directors and staff, develop a new strategic plan that positions HCEF for growth, stability and expanded reach.
- Develop systems for measuring program outcomes and documenting the organization’s work.

Compensation

This position offers a competitive salary in the \$95,000 - \$110,000 range and a traditional benefits package found with other nonprofit organizations of similar size, scope, and scale.

DEI Imperative

HCEF seeks to recruit candidates for employment that represent our diverse community in race, gender, religion, sexual orientation, and ability. Inclusive and equitable in our recruitment and retention practices, we are dedicated to uplifting diverse opinions and backgrounds in order to grow and evolve as a welcoming workplace for all. *HCEF is an equal opportunity employer.*

How to Apply

The Homeless Children’s Education Fund has retained Nonprofit Talent to assist with this important organizational change process. Specific questions related to the position may be emailed to Michelle Pagano Heck, President, at Michelle@NonprofitTalent.com. Please direct all inquiries related to this position to Nonprofit Talent, and do not contact HCEF.

Resume, position specific cover letter, and salary expectations uploaded here:

<https://nonprofit.talent.applytojob.com/apply/BYMpVC6lta/Executive-Director-Homeless-Childrens-Education-Fund>

APPLICATIONS ARE DUE BY 5PM ON JANUARY 7, 2022