Veterans Community Project (VCP) Overview

Founded in 2015 in Kansas City, MO, VCP is dedicated to supporting every man and woman who took the oath to defend our nation. The greatest barrier to ending veteran homelessness is the revolving door of unstable housing and the frustrating maze veterans must navigate in order to get basic support. We believe that to be an effective program, the first step is to connect veterans and the community. VCP created an innovative homeless housing program and outreach assistance that provides inclusive services to aid Veterans in re-claiming control over their lives.

The overall goal of VCP is to collaborate not to compete with the social services sphere. We focus on three lines of effort: 1) Build and maintain transitional housing, 2) Say “yes” to every Veteran in need through our outreach program and community-based housing, and 3) Connect Veterans and the community. By 2022, we expect to have VCP Villages, VCP Community Centers, and Veterans Outreach Centers in eight cities across the United States. For more information, visit www.veteranscommunityproject.org.

Position Summary
The Executive Director is the key management leader of the local VCP expansion community. The Executive Director is responsible for overseeing the administration, programs, and operational plan of the organization. Other key duties include fundraising, marketing, and community outreach. The position reports directly to the local Board of Directors and Chief Operating Officer.

GENERAL RESPONSIBILITIES

1) Leadership: Exercises leadership appropriate to the culture of VCP and established strategic goals.

- Ensure ongoing programmatic achievement and program evaluation.
- Assist programming departments through goal setting, timelines, and resources to achieve operational planning.
- Actively engage local board members, volunteers, and donors.
- Develop, maintain, and support local programming.
- Lead and develop VCP’s local team.
- Ensure effective systems to track progress, and regularly evaluate program components to measure successes that can be effectively replicated and communicated to the board, funders, and other constituents.
• Prepare and submit an annual operational budget capable of meeting the responsibilities of this description, manage effectively within this budget, and report accurately on progress made and challenges encountered.
• Serve as VCP-Longmont’s primary spokesperson to the organization’s constituents, the media, and the general public.
• Establish and maintain relationships with various organizations and utilize those relationships to enhance VCP-Longmont’s Mission.

2) Development and Financial Viability: Develops resources sufficient to ensure the financial health of the organization.

• Responsible for fundraising and developing other revenues necessary to support VCP’s local mission.
• Expand local revenue generating and fundraising activities to support existing program operations and national expansion.
• Deepen and refine all aspects of communications—from web presence to external relations with the goal of creating a stronger brand.
• Use external presence and relationships to garner new opportunities.
• Ensure that the flow of funds permits the organization to make continuous progress towards the achievement of its mission and that those funds are allocated properly to reflect present needs and future potential.
• Responsible for the fiscal integrity of VCP-Longmont, to include creation and submission to the local Board and Chief Financial Officer of a proposed annual budget and submission of monthly financial statements to the local Board, which accurately reflect the financial condition 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.
• Engage in fundraising and developing other revenues.
• Oversee marketing and other communications efforts.

3) Board Governance: Works with the local Board in order to fulfill the organization mission.

• Responsible for leading VCP-Longmont in a manner that supports and guides the organization’s mission as defined by the local Board of Directors.
• Cultivate a strong and transparent working relationship with the local Board and ensure open communication about the measurement of financial, programmatic, and impact performance against stated milestones and goals.
• Responsible for communicating effectively with the local Board and providing, in a timely and accurate manner, all information necessary for the local Board to function properly and to make informed decisions.
• Seek and build local Board involvement with strategic direction for local operations.
• Oversee organization Board and committee meetings.
• Other duties as assigned by the local Board of Directors.

4) **Organization Mission and Strategy:** Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning, and community outreach.

• Responsible for implementation of VCP-Longmont’s programs that carry out the organization’s mission.
• Responsible for operational planning to ensure that VCP-Longmont can successfully fulfill its Mission into the future.
• Responsible for the enhancement of VCP-Longmont’s image by being active and visible in the community and by working closely with other professional, civic, and private organizations.
• Demonstrate excellent coalition building skills with an ability to communicate and work effectively with a variety of internal and external stakeholders.
• Be a persuasive negotiator able to achieve consensus amongst differing opinions.
• Rationalize the delivery of programs through new and existing offices and partnerships.
• Increase efficiencies and consistency throughout the organization by developing and implementing standardized programs, services, and program office marketing.

5) **Organization Operations:** Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.

• Work closely with the Chief Operating Officer for daily operational support, program development, and outcomes for the nonprofit.
• Responsible for the hiring and retention of competent, qualified staff.
• Responsible for effective administration of VCP-Longmont operations.
• Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.
• Review and approve contracts for services.

**Professional Qualifications:**

• A bachelor's degree.
• Transparent and high integrity leadership.
• Five or more years’ senior nonprofit management experience.
• Experience and skill in working with a Board of Directors.
• High level operational thinking and planning. Ability to envision and convey the organization’s strategic future to the staff, board, volunteers, and donors.
• Ability to effectively communicate the organization’s mission to donors, volunteers, and the overall community.
• Demonstrated ability to oversee and collaborate with staff.
• A history of successfully generating new revenue streams and improving financial results.
• Active fundraising experience. Excellent donor relations skills and understanding of the funding community.
• Previous success in establishing relationships with individuals and organizations of influence including funders, partner agencies, and volunteers.
• Solid organizational abilities, including planning, delegating, program development, and task facilitation.
• Strong financial management skills, including budget preparation, analysis, decision making, and reporting.
• Strong written and oral communication skills.
• Strong public speaking ability.
• Strong work ethic with a high degree of energy.

Please email cover letter and resume to Matthew Bonnot, Chief Operating Officer,
mbonnot@veteranscommunityproject.org

This job description should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description. Any essential function or requirement of this job will be evaluated as necessary should an incumbent or applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation(s) for the specific disability will be made for the incumbent or applicant when possible.