



Executive Director

Under the broad guidance of the Bethlehem Inn Board of Directors, the Executive Director is responsible for the overall organization leadership and daily operations, including strategic planning, fundraising, and community relations. S/he is responsible to forecast, develop, present for Board approval and implement organizational initiatives. S/he develops and maintains productive working relationships with the Board of Directors and the community, and acts as chief spokesperson to government agencies, community organizations, and the general public. This position supervises a small staff of direct reports of department leaders empowering the work of this mission.

This outline highlights key executive functions that the Executive Director of Bethlehem Inn would need to manage effectively in order to lead the organization, ensure sustainability, and maximize its impact on the Central Oregon community.

1. Mission-Driven Leadership and Management

- Lead with a clear, passionate commitment to the mission of Bethlehem Inn.
- Provide vision and leadership for the development of strategies and concrete actions that inspire and empower staff, volunteers, and partners to share and support the vision of the organization.
- Foster a collaborative and inclusive environment that engages and motivates others to contribute to the mission.
- Promote a culture of accountability, high performance, and a shared sense of purpose.

2. Governance, Stewardship, and Ambassadorship

- Ensure effective governance by working closely with the Board of Directors to set policies and strategic direction.
- Serve as the primary steward of organizational resources, ensuring transparency, accountability, and integrity in all operations.
- Act as the public face and ambassador for Bethlehem Inn, representing the organization at key community events, with stakeholders, and in media relations.
- Cultivate relationships with local and regional leaders, donors, and partners to enhance the visibility and reputation of the organization.

3. Operational Sustainability

- Ensure the continued financial health of the organization by developing and implementing effective financial strategies.
- Oversee the efficient day-to-day operations of Bethlehem Inn, ensuring that services are delivered effectively and efficiently.
- Develop strategies for long-term sustainability by identifying and securing diverse revenue streams, including fundraising, grants, and partnerships.
- Continuously assess operational risks and implement systems to mitigate them.

4. Staff Development and Organizational Culture

- Demonstrates capacity to serve diverse people in a culturally sensitive and non-discriminatory manner.
- Foster a positive and supportive work culture that encourages open communication, mutual respect, and continuous growth.
- Promote leadership development through effective coaching, training, and mentoring of staff.
- Ensure staff have access to necessary resources, tools, and training to succeed in their roles.
- Establish mechanisms for regular feedback, recognition, and conflict resolution within the team.

5. Program and Service Delivery

- Collaborate with department managers to develop, build, and promote a trauma-informed care environment that supports the healing and well-being of residents.
- Communicate Bethlehem Inn's mission, services, and programs in a positive and effective manner to residents, staff, and the general public.
- Oversee the design, marketing, promotion, delivery, and quality of programs and services offered, ensuring they are aligned with the needs of the population served.
- Regularly assess the effectiveness of all internal operations, policies, and procedures; make necessary adjustments to improve service delivery and organizational efficiency.
- Ensure the appropriate use and maintenance of the facility to create a safe, welcoming, and functional environment for both residents and staff.
- Work closely with local community organizations and partners to ensure the most effective service delivery to individuals experiencing homelessness in Central Oregon, fostering cooperative relationships to improve outcomes.

6. Investment in Future Growth

- Balance current organizational needs with future goals through strategic investment in leadership, operations, and systems.
- Invest in technology and infrastructure that improve organizational effectiveness and efficiency.
- Ensure robust fiscal reserves and long-term financial planning to sustain and grow the organization.
- Advocate for continuous community education, visibility, and awareness to broaden support for Bethlehem Inn's mission.

7. Collaboration with Board, Staff, and Partners

- Develop and maintain strong, positive relationships with the Board of Directors, ensuring that they are engaged, informed, and aligned with the organization's goals.
- Facilitate regular and transparent communication between staff, the Board, and other stakeholders.
- Cultivate and maintain collaborative relationships with community partners to enhance the organization's reach, impact, and resources.
- Prioritize team collaboration and synergy, aligning individual and group goals with the overall organizational mission.

8. Donor Relationship Development and Stewardship

- Oversee fundraising and development efforts, ensuring the organization meets its financial goals.
- Nurture and expand relationships with individual, corporate, and institutional donors.
- Ensure that donor stewardship is a priority by recognizing their contributions, keeping them informed, and building lasting partnerships.
- Engage in strategic outreach to attract new donors, partners, and volunteers who support the mission of Bethlehem Inn.

9. Professionalism

- Set and model high standards of honesty, integrity, and ethical behavior in all actions and decisions.
- Act with a strong sense of urgency, addressing key challenges and opportunities in a timely and effective manner.
- Demonstrate the ability to adapt to changing circumstances and deal effectively with uncertainty in a fast-paced, evolving environment.
- Represent Bethlehem Inn professionally in all internal and external interactions, establishing trust and respect with staff, residents, donors, and community stakeholders.
- Demonstrate effective communication with strong written and interpersonal skills, ensuring clear and respectful communication across all levels of the organization.
- Effectively address and resolve conflicts, fostering a culture of respect, understanding, and positive problem-solving within the team and with external partners.

Education, Experience, and Licenses:

- Minimum of 7 years of experience in non-profit and/or business leadership in human services, or related fields. Comprehension and knowledge of services and resources available in Central Oregon preferred.
- Bachelor's degree or Master's degree preferred, or a combination of equitable work and education experience required.
- Hold a valid driver's license and be able to pass a criminal background check.

Knowledge and Skills:

- Exceptional organizational skills with an ability to lead projects, work independently, think strategically, develop strong teams, and earn the trust of staff, board, families, and community partners.
- Exemplary verbal and written communication skills.
- Demonstration of effective communication skills, including public speaking, working with Boards, and presenting information in various formats.
- Ability to lead the process for team collaboration on system changes and implementation of new programs.

Success Factors:

- High emotional intelligence with the ability to navigate sensitive situations, mediate conflicts, and support a positive work environment.
- Flexibility and adaptability to manage change, respond to crises, and adjust strategies as needed.
- Represent the organization to community members and support their ownership of our mission and services.

Salary Range + Benefits:

This is a Full-Time, exempt position, with a minimum salary of \$100,000.00, annually, plus benefits. Compensation is competitive and dependent on experience.

To apply, please submit a cover letter and resume to board@bethleheminn.org. Please highlight how your skills, experience, training, and qualifications will support your success in working for our organization.

Bethlehem Inn is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, gender, sexual orientation, age, or disability.