



Position Announcement SHELTER AND HOUSING CO-DIRECTOR

Who we are:

Mission, Vision, Values. IFC confronts the causes and responds to the effects of poverty in our community. We believe in a community that meets everyone's basic needs, including dignified and affordable housing, an abundance of healthy food, and meaningful social connection. We are guided by our core values: mutual respect, social justice, community power, self-determination, and integrity.

History and Programs. In 1963, seven women united their efforts to address the conditions of poverty in Chapel Hill and Carrboro. Almost six decades later, IFC continues to make this community more accessible and affordable for low-income residents, who make Orange County a diverse and desirable place to live. Our programs include the only year-round shelters in the county for people experiencing homelessness; a permanent supportive housing program; a community market and community kitchen providing free hot meals and groceries; and Activate! IFC, a voting, advocacy, and leadership development program that confronts the causes of poverty and homelessness in our community.

About this position:

The open co-director position will co-lead the shelter and housing programs, with a primary supervisory and operations focus on Community House shelter for men.

IFC's two Shelter and Housing Co-Directors support three programs:

- Community House for men, which offers shelter to 52 men each night and 17 additional men on inclement weather nights
- HomeStart for women and families, which provides shelter to 14 women and 10 families each night and offers 3 additional cots on inclement weather nights
- Permanent Supportive Housing, which provides subsidies and support services to people living in housing throughout the community

The co-directors are supported by the President and CEO and Deputy Director and are part of the Directors Team.

Responsibilities:

- Co-lead programs with an emphasis on member-centered, low barrier, harm reduction, housing first practices and a commitment to advancing people with lived experience of poverty and/or homelessness
- Recruit, hire, supervise, train, and support the professional development and teambuilding of staff and volunteers; provide regular one-on-one supervision to a team lead, resident advocates, and a case manager; develop training and advancement plans for staff
- Build rapport and relationships with residents and members, develop services and strategies that meet the needs of the community living environment and promote successful housing plans and transitions
- Lead program development and implementation consistent with best practices, ensuring that program policies and procedures are followed consistently and transparently to ensure health, safety, and well-being of residents, members, and staff
- Respond to resident and member complaints and appeals in a timely manner; conduct resident mediation processes, as needed

- Develop and maintain relationships with partner organizations; attend relevant meetings and foster systems collaboration
- Maintain documentation and records in the agency's online database; utilize technology for team communications, meetings, and other functions
- Manage program budgets and track expenses, ensuring sustainability of the programs
- Support the resolution of facilities and maintenance issues; assure that systems and equipment are functioning and that needs are reported in a timely manner
- Assist in preparing grant applications and ensure compliance with all grant, data, and funding requirements
- Serve as an active member of IFC's leadership team; contribute actively to building and maintaining a positive and healthy organizational culture
- Share on-call duties with the other co-director; respond to staffing needs or emergencies of the 24-hour shelter and housing programs

What we're looking for:

- Experience in a senior management role that includes oversight of staff teams, budgets, data and reporting, facility operations, and community engagement
- Alignment with IFC's values and a deep understanding of the causes of poverty, homelessness and food insecurity and the relationship of these societal problems to unjust and inequitable systems
- Expertise and/or education in human services, including lived and/or work experience with people experiencing homelessness, substance use, and/or mental health concerns
- Knowledge of the Housing First model; ability to use harm reduction, member-centered, trauma-informed approaches
- Demonstrated supervisory and management experience and a proven ability to build strong and effective teams with a focus on the development of staff with lived experience of homelessness and/or poverty
- Analytical and decision-making ability, including effectively resolving conflict and coping with crises
- Well-developed emotional intelligence and the ability to guide others in developing these crucial skills
- Effective planning and time management skills, ability to manage multiple tasks and deadlines
- Willingness and ability to work flexibly in various program spaces, bring a sense of humor to the workplace, and work as part of a diverse team
- Demonstrated excellence in leadership, teamwork and collaboration
- Ability to approach challenges with curiosity, openness and innovation

What we offer:

The compensation package is commensurate with the skills and experience of the successful candidate with a salary in the \$77K+ range DOE annually for this full-time position. IFC offers an excellent benefits package, including health, dental, and vision insurance; premiums are fully paid for employees, and there is a shared plan for dependent coverage. Optional 401(k) retirement plan with an employer match of up to 3% of salary. Annual paid time off: 13 sick days, 3 weeks of vacation (4 weeks after 3 years), and paid holidays.

How to apply:

Please email cover letter, resume, and three professional references to HR@ifcmailbox.org.

IFC is an equal opportunity employer and strongly encourages applications from people with lived experience of poverty and/or homelessness, people of color, LGBTQ applicants, and people with disabilities.