

The Executor Director (ED) of Bethany House is responsible for continued progress toward achieving Bethany House's mission while maintaining its core values and dedication to homeless women, their children and the myriad of issues that impact housing insecurity on Long Island. The ED is responsible for overseeing all day-to-day operations; implementation of Board policies; advising the Board regarding strategic direction and organizational development; fundraising; budget management; adherence to licensure and certification requirements; financial planning and program development and evaluation. Additionally, the ED is the principal public face for the organization and represents Bethany House in multiple local, state and national venues. The ED should also have a passion for social work, working directly with people and solving together with a team for issues at hand on an ongoing basis. The ED should be motivated by the rewarding work Bethany House has done, and will continue to do in the future; there is opportunity for growth, and expansion with demonstrated hunger and passion for additional opportunities.

- Masters' Degree in Social Work or Business Administration or equivalent
- Demonstrated knowledge of and/or experience with residential services and homeless women and children, and associated resources related to homelessness and poverty on Long Island
- Executive leadership experience in a human services agency
- Organizational skills, including demonstrated attention to detail
- Ability to understand and analyze financial data
- Ability to maintain effectiveness in diverse environments and with varying tasks, responsibilities, or people
- Excellent oral and written communication skills
- Ability to provide vision for Bethany House
- Demonstrated experience in fundraising, and grantsmanship
- Demonstrated computer skills.

- Sits on all Board Committees of the Corporation (PDC, OIC, DCC, GGRC, FEC, FC).
- Provides leadership in facilitating ideas, programs and activities to allow for Bethany to live into its mission, further its goals and provide impactful services to the women and children who receive services on a daily basis
- Directs multi-year planning process in order to accomplish strategic goals
- Other administrative duties as assigned by the Board of Directors.

- Oversees the Supervision of Staff
- Supports direct care staff in day-to-day incident resolution when needed
- Creates a working environment that is collaborative and supportive in challenging situations while holding to a framework that protects the safety and health of guests and employees
- Ensures that all employees perform at a professional level; provides staff development opportunities as needed
- Oversees employee compensation and benefits
- Administers operations and communications of the organization