

## Job Description for Hosanna Executive Director

The Hosanna Executive Director is responsible for the overall operation and continued success of Hosanna Community. Hosanna is a nonprofit residential living facility for young adults with disabilities who want to live as independently as possible.

The Executive Director is responsible for the following:

### Quality of Life

- To advocate for residents with family, guardians/conservators to best serve their specific needs
- To advocate with social service agencies to identify medical care, transportation services, jobs, and volunteer positions
- To oversee daily/weekly activities with activities director including exercise classes and special events
- To be available and interact with each resident in a loving and respectful way, but also hold them accountable for behaviors not acceptable at Hosanna nor for independent living
- To maintain resident files and associated documentation
- To screen prospective residents, do tours, and to maintain admission materials

### Building and Property

- To maintain resident accommodations, grounds and overall property of 7.5 acres
- To work with community service providers/contractor to ensure a safe, clean and welcoming environment

### Staffing

- To ensure staff is scheduled to maintain 24/7 coverage
- To oversee staff management through hiring, issue resolution, appreciation, staff raises, documentation and termination
- To ensure quality meals and food are provided

## Financial Responsibilities

- To oversee financial investments
- To oversee the endowment and continue its growth
- To work with finance committee and accountant/bookkeeper
- To oversee paperwork for Chattanooga Housing Authority
- To oversee resident monthly rent
- To apply for grants and manage fundraising efforts
- To develop yearly budget and maintain services within budgetary constraints
- To seek out additional sources of revenue

## Marketing and Community Outreach

- To oversee the website
- To attend community functions for networking including, but not limited to conferences, fundraisers and additional opportunities in the public domain
- To maintain relationships with churches, volunteers, community social service providers.
- To oversee mailings to donors including solicitations, year end letters, updates, and thank you notes

## Board Responsibilities

- To work closely with board and board chair
- To prepare for board meetings by working with board chair to develop agenda, reports, current financials, and relay important information as identified by the Board
- To look for possible future board members
- To work with Hosanna Board committees: Finance, Admissions, Building, Development, and Marketing

### *Qualifications*

This position requires a master's degree or equivalent experience in a service area (a minimum of 7 years experience in social services organizations). Strong organizational, supervisory, and interpersonal skills are required. Additionally, effective written and verbal communication skills are essential. A working knowledge of Microsoft and Excel applications is required. Initiative, the ability to work independently, take constructive criticism, be open to new ideas and suggestions are essential to this job.

Salary: Salary is competitive with similar jobs in Chattanooga and will be based on education and experience.

Hosanna is alcohol and drug free with designated smoking areas.

Please send your resume to [hosannaexecutivedirector@gmail.com](mailto:hosannaexecutivedirector@gmail.com) References on request