



Executive Director Job Opening

JOB TITLE

Executive Director of Operation Nightwatch

REPORTS TO

Board of Directors

ABOUT NIGHTWATCH

Operation Nightwatch (“Nightwatch”) is a Christian nonprofit organization with a mission to reduce the impact of poverty and homelessness, in keeping with Jesus’ teaching to love our neighbors. We started as a street outreach ministry over 50 years ago, and we’ve never stopped. Through the years, as the downtown Seattle community has changed, so we also have shifted our focus to meet emerging needs. We make friends and bring resources to individuals facing homelessness, including matching individuals with available shelter capacity each night. Volunteers provide a hot meal starting at 9:00 p.m. every night, after other programs have closed and gone home. There’s nothing like handing a slice of hot pizza at 10:00 pm to someone who had a tough day. When they move into housing, Nightwatch is there to help find a bed, order up a microwave, or check in for coffee. At Nightwatch, we help people with getting outfitted for work, replacing their ID, and getting someone caught up on union dues after a long lay-off. Operation Nightwatch is a place for people to join a community that devotes themselves to serving our homeless neighbors.

SUMMARY OF POSITION

The Executive Director provides vision and leadership to Operation Nightwatch by ensuring that the organization’s mission of serving the homeless community is achieved. This position is responsible for directing and guiding the administration and programs of Nightwatch and is responsible for making sound financial decisions, motivating staff, and directing the goals of the organization. The Executive Director provides service and community care in a way that is consistent with our Christian foundation – with an emphasis on fairness, honesty, dignity, and respect. The Executive Director also provides pastoral care for staff, clients, tenants, and the general public as needed. The Executive Director works in concert with, and answers directly to, the Board of Directors and serves at their discretion.

The Executive Director’s key responsibilities include, but are not limited to, Organization Leadership and Strategic Planning, Communications and Public Relations, Nightwatch Program Support, and Financial Stewardship and Administration.

KEY RESPONSIBILITIES

ORGANIZATIONAL LEADERSHIP AND STRATEGIC PLANNING:

The ED ensures that the mission of Nightwatch is fulfilled.

- Identify needs within the homeless community and develop viable solutions that can be implemented within the resources of Nightwatch and consistent with the Nightwatch vision.
- Provide strategic guidance to staff to ensure Nightwatch programs and approach are consistent with the mission, setting policy and strategic planning efforts in concert with the Board of Directors.
- Establish short-term objectives and long-range goals, and related plans and policies.
- Train and develop Nightwatch staff, volunteers, and new Board members.
- Ensure effective communication with the Board and provides in a timely manner all information necessary for the Board to function properly, and to make informed decisions.
- Provide research, advice, and guidance to the Board, providing analysis and high level recommendations in terms of benefits and potential costs for key decisions.

COMMUNICATIONS AND PUBLIC RELATIONS:

The ED is the voice of Operation Nightwatch in the community.

- Function as the public face of Nightwatch; spearhead fundraising events, participate in educational presentations, and other public engagements that would create funding and networking opportunities for Nightwatch or would provide education and outreach.
- Handle media relations, responding to reporters, and articulating Nightwatch's position on issues of the day. Relate to other non-profits, business leaders, and government officials for the organization.
- Serve as the primary bridge-builder with faith communities, ecumenical representatives, clergy and other faith leaders.
- Provide editorial leadership for Nightwatch messaging across platforms, including electronic and print newsletters, brochures, and social media.
- Lead donor engagement and appreciation, including but not limited to providing donor communications, developing "elevator pitch", and related duties.

- Network with current Nightwatch contacts and develops relationships with both interagency and government contacts.
- Participate in advocacy efforts at a city/state/federal level.

NIGHTWATCH PROGRAM SUPPORT:

The ED oversees the programs and divisions within Nightwatch.

- Participate regularly in the Nightwatch programs to build relationships with staff and clients, as well as better understand the “stories of Nightwatch.”
- Provide care to unsheltered homeless people, Nightwatch shelter clients, Nightwatch senior tenants, staff, volunteers, community partners, and others as appropriate.
- Directly oversee the Street Ministers in carrying out the mission for unsheltered people. Work with individual clients that are in need of Nightwatch services.
- Support the Housing Coordinator in the work of serving Nightwatch tenants in the Senior Housing Program. Participate in group activities, develop relationships with tenants to facilitate program goals and cooperation, and provide for the care in the event of personal loss or a community loss such as a death.
- Support the staff and Shelter Dispatch manager as needed; provide care for homeless clients at night, filling gaps in service when needed.

FINANCIAL STEWARDSHIP AND ADMINISTRATION:

The ED supports the financial health and administration of the organization.

- Work with the Board of Directors and staff to develop the financial and other resources needed for the mission of Nightwatch.
- Review the financial results of all operations and programs, ensuring they are consistent with Nightwatch’s mission and vision, and taking corrective measures, if necessary.
- Oversee fiscal management that operates within the Board-approved budget, ensuring maximum resource utilization, and maintaining a positive financial position for Nightwatch.
- Serve as the primary signatory for signing all notes, agreements, and other instruments made and entered into on behalf of Nightwatch as authorized by the Board of Directors.

JOB QUALIFICATIONS

1. Education: Bachelor's degree in theology, social work, chemical dependency, counseling, or related field is required. Master's degree is preferred.
2. Experience: At least two years' experience in non-profit leadership, church and/or ecumenical programs, and/or involvement (volunteer or paid) with marginal or homeless people. At least two years' experience managing and developing teams is preferred.
3. Skills: Good communicator with proven ability for public speaking and writing. Collaborative and able to motivate others. Knowledge of drug and alcohol recovery issues and/or mental health issues are desirable.
4. Personal Qualities: Holds a personal Christian faith and maintains an ongoing relationship with a church community. Has demonstrated a passion for marginalized people. Culturally sensitive and understands diversity. Able to set clear personal boundaries and provide good self-care. Creative problem solver.
5. Other Qualifications: Knowledge of homeless community resources. Able to function in both secular and religious settings. Able to speak to the full spectrum of Christian churches and traditions.

PAY AND BENEFITS

- Job Type: Full-time
- Pay: \$90k to \$130k per year DOE
- Benefits:
 - Dental insurance
 - Flexible schedule
 - Health insurance
 - Paid time off
- Work Location: Downtown Seattle, Washington

HOW TO APPLY

Please send resume, cover letter, and a statement of faith to jobs@seattlenightwatch.org
Please place in the subject line of your email "Executive Director"