

THE ROAD HOME DANE COUNTY

Job Description

Job Title: Non-profit Strategist
Reports to: Executive Director

Classification: Exempt
Date: January 2019

Position Summary

The Road Home Dane County has grown significantly over the past few years in addition to narrowing our focus more on permanent housing and support services for families experiencing homelessness. This is our “Year of Assessment” as we look to reallocate resources from a previous program, best utilize our new office space, and look at areas for future growth. Ideas and questions were recently developed at our strategic planning retreat around current programming, volunteer engagement, equity and gaps in community services. This position will take the lead on exploring those ideas, providing feedback to staff and board members, helping set agency goals and assisting with implementation. Position is for one-year only, with the possibility of extending or shifting focus after a year depending on funding.

Position Responsibilities and Essential Functions

To perform this job successfully, individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties

- I. Assessment
 - Organize brainstorming topics from 2018 strategic planning retreat
 - Discuss topics with different stakeholders (staff, clients, board, volunteers, donors)
 - Research local and national best-practices that can improve services for families
 - Provide monthly written reports on themes and patterns from conversations and research
 - Provide presentations to board of directors two to three times a year
- II. Goal setting
 - Prioritize short-term and longer-term goals for the agency
 - Prepare recommendations for six month goals, 12 month goals and 3 year goals
 - Identify subgroups to continue exploring specific topic ideas if needed
 - Identify current resource gaps
- III. Implementation
 - Identify two to three areas for system improvement or new initiatives and provide support as applicable
 - Provide a structure for efficient continued growth
- IV. Executive Leadership Support
 - Assist executive director, both internally (administrative) and externally (community), as determined.
 - Meet weekly with executive director to discuss updates and challenges
 - Other duties assigned by executive director

Competencies:

Initiative, Strategic Thinking, Teamwork Orientation, Cross-Cultural Competence, Time Management, Communication Proficiency, Flexibility, Organizational Skills, Ethical Conduct

Required Education and Experience:

- Must have a high school diploma or equivalency, bachelor’s degree preferred.
- At least three years of experience working with nonprofits with diverse populations
- Critical thinking and assessment skills
- Basic knowledge working with Microsoft office

- Excellent written and verbal communication skills
- Ability to prioritize
- Community building

Additional Eligibility Qualifications:

- Must have and maintain a valid driver's license, maintain automobile insurance coverage, have access to a vehicle and have a clean driving record

Supervisory Responsibilities:

This position has no supervisory responsibilities

Travel

Travel is primarily local

Physical Demand/Work Environment

Physical Demands: The physical demands and work environment described here are representative to those an employee encounters while performing the essential functions of this job. While performing the duties of this job the employee is regularly required to use hand, reach with hands and arms, talk and hear. The employee will also walk, sit, stoop, kneel, crouch and lift and/or move up to 30 pounds. Vision requirements including close vision, distant vision, peripheral vision, depth perception and ability to focus.

Work Environment: This position will also be in outside weather conditions, as well as, in a professional office environment. This role may use standard office equipment such as computers, phones and copier, filing cabinets. This employee is exposed to a variety of conditions at client sites. The noise level in the work environment is usually moderate. This position requires frequent exposure to outside weather conditions including extreme heat and cold.

Hours: This is a full time position that may require occasional evenings and/or weekends.

If you're interested in the position, we'd love to hear from you! Please send a resume and cover letter with wage expectations to dianes@trhome.org.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. This job description does not alter the company's employment-at-will.

AA/EEO Statement: It is the policy of The Road Home to provide equal employment opportunity to all persons regardless of race, color, sex, sexual orientation, gender identity, disability, age, religion, national origin, pregnancy or childbirth, ancestry, physical appearance, income level, source of income, political beliefs, marital, genetic, student or veteran status, less than honorable discharge, arrest or conviction record, or any other characteristic protected by law.