



## WHAT WE OFFER

Job Type: Full-time, at-will, exempt  
Compensation: \$100,000 - \$150,000 annually  
Vacation and sick leave accrual  
Floating and paid holidays  
Medical/dental/vision benefits  
401K

## SELECTION PROCESS AND KEY DATES

The selection process and timelines are as follows:

- Applications accepted from Wednesday, June 14<sup>th</sup> through Friday, July 14<sup>th</sup> 2023 at close of business.
- Panel interviews – week of August 21<sup>st</sup>, 2023.
- Final selection interviews – week of August 28<sup>th</sup>, 2023.

## ABOUT KERN COUNTY

The Bakersfield/Kern Continuum of Care (CoC), headquartered in Bakersfield, CA, covers Kern County's approximately 8000 square mile geographic area and is located at the southern end of the San Joaquin Valley. Kern County is known for its agriculture, contributions to country music with the Bakersfield Sound made famous by Buck Owens and Merle Haggard, abundance of petroleum reserves, and its presence in the aviation, space, and military sectors.

Kern County is home to innovators in a wide spectrum of sectors from health care to homeless services and everything in between. This is a place steeped in history, a land of hardworking individuals who are doers, achievers, and leaders. Kern County is the place we call home.

## ABOUT THE CONTINUUM OF CARE

The Bakersfield-Kern Regional Homeless Collaborative is an independent 501(C)3 nonprofit organization that works to reduce the impacts of homelessness in Kern County through collaboration with CoC members and the general public. The BKRHC acts as fiscal agent and collaborative applicant tasked with coordinating the work within the CoC. Governed by a 9 member Executive Board and 21 member Governing Board, these entities work in partnership with the BKRHC to ensure that the CoC maintains its fiscal and operational duties. The BKRHC is comprised of homeless service providers, City and County officials, Kern County citizens, business owners, individuals with lived experience of homelessness, youth, veterans, native and indigenous peoples, and everyday people wanting to make a difference.

BKRHC's mission is to ensure everyone in Kern County has a permanent place to call home. Through this vision, the BKRHC is responsible for development, update, and implementation of the 10 year plan to end homelessness, known as "Home At Last! Kern County's Plan to End Homelessness by 2028". The plan contains 6 objectives:

1. Establish a Coordinated Entry, Assessment, and Referral System to streamline and prioritize access to housing and services for people who are homeless or at risk of homelessness.
2. Prevent homelessness and repeated homelessness whenever possible.
3. Improve the economic security, health and stability of homeless and at-risk people.
4. Ensure that emergency shelter, transitional housing and interim housing beds are adequate to meet current and future demands.
5. Increase the affordable housing inventory for homeless individuals and families by 10,740 new beds.
6. Broaden and strengthen community support for ending homelessness.

## ABOUT THE EXECUTIVE DIRECTOR

The Executive Director plays a critical role in the CoC and leads a team of professional staff at the BKRHC. They will have overall strategic and operational responsibility for the BKRHC. The Executive Director reports to the BKRHC Executive Board and is responsible for maintaining working relationships with the CoC's Executive and Governing Boards to coordinate fiscal and governing responsibilities including program development, execution of the organization's mission, goals, policies, and representation of the BKRHC within the community.

## ABOUT THE IDEAL CANDIDATE

The most qualified and desirable candidate will possess an executive management background that includes at least five years in an upper level management role, or related position, within the homeless sector or nonprofit work.

They must be a champion for collaboration, justice, inclusion, and recognize the importance of including diverse populations into the conversation, particularly uplifting the voices of people with lived experience of homelessness. They must understand the importance of lived experience from their direct work within the homeless sector or personal experience with homelessness. They must also know how to engage and develop their team to provide a culture of growth and quality work. This includes experience in team capacity involving mentoring or coaching diverse staff, development and implementation of staff growth plans, and general office administration.

The candidate should have experience collaborating with an Executive or Governing body to ensure that all CoC responsibilities are fulfilled within the purview of associated bylaws and governance charts. They will have experience in community engagement with various stakeholders of differing backgrounds and levels of education. They must be politically astute and comfortable with navigating within a landscape where homelessness is a key focus of community leaders, CoC members, and the public.

The successful candidate will have the energy, motivation, and enthusiasm to drive the work and set clear expectations with data-driven goals and outcomes. The Executive Director must possess experience and excellent business acumen to ensure that work is completed efficiently and transparently. They must have a solid foundational knowledge of budgeting and finance. They must be able to manage a portfolio of projects at various levels and have experience in project management ranging from project genesis to contract execution.

They will have a demonstrated background and experience in homeless policy including those set forth by the United States Department of Housing and Urban Development or HUD. They will need a solid understanding and working experience in all phases of grants management, including research, application, award, reporting, and administration.

Ideally, the candidate will possess experience and a working knowledge of Bitfocus Clarity Human Services Homeless Management Information System (HMIS) or a similar homelessness database in order to work closely with the BKRHC Data Analyst on CoC data needs. This includes familiarity with HUD-mandated reporting that includes the Longitudinal Systems Analysis (LSA) report, System Performance Measures (SPM) report, Annual Performance Report (APR), Housing Inventory Chart (HIC), and Point-in-Time (PIT) Count. The ideal candidate will preferably have experience in data analytics, including data scrubbing, analysis, visualization, reporting, and knowledge of software applications including Tableau or Power BI.

## **ESSENTIAL RESPONSIBILITIES, SKILLS, QUALIFICATIONS AND REQUIREMENTS**

### **Essential Job Duties and Responsibilities**

- Provides visionary leadership to system level work, steer the organization and guide fundraising, strategic development, management and external partnerships.
- Responsible for planning, organization, and direction of the organization's operations and programs.
- Oversees and reports on the organization's results for the Executive Board.
- Identifies new resources to fund housing and services for homeless.
- Provides leadership to and manages the efforts of site staff to ensure appropriate support of all departments.
- Recruits, appoints and evaluates all staff, including salary administration to retain a diverse, highly qualified team.
- Supports and directs public relations activities to build and maintain relationships with other organizations and the public.
- Works towards the elimination of institutional racism and discrimination from systems that impact the ability to access and maintain housing.

- Develops and leads a shared communication strategy across agencies, educating the community on the challenge and solutions in a manner that clarifies how the public can be a part of the solutions.
- Develops and implements consistent inventory and cost accounting policies, procedures, and operational reporting/metrics.
- Authorizes contracts, approves grant agreements, and oversees the disbursement of funds.
- Provides leadership and technical expertise in community housing; coordinated entry; Homelessness Management Information System (HMIS); HUD Continuum of Care (CoC) funding.
- Approves major systems implementations related to cost and inventory control.
- Facilitates periodic audits and compliance activities for the organization.
- Establishes policies and procedures for the Continuum of Care.
- Performs other related duties as assigned and requested by the Executive Board.

### **Required Skills/Abilities**

- Strong supervisory and leadership skills with the ability to develop and communicate the organization's mission and vision.
- Excellent verbal and written communication skills.
- Ability to establish and maintain working relationships with government agencies, community leaders, and the public.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Ability to function well in a high-paced and at times, stressful environment.
- Proficient with Microsoft Office Suite, Tableau, or related software.

### **Minimum Qualifications**

- Bachelor's degree in public policy, public administration, or related field.
- Five (5) years of progressively responsible experience in program administration of which two (2) years must be at supervising and/or division management level; OR
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.
- Master's degree preferred.

### **Essential Position Requirements**

- Has managed a for or nonprofit organization, with marketing, business planning, administration/office experience, in which the individual played a strong role in the organization's direction, with a minimum of two years in supervising/managing a staff with various disciplines.
- Participated in the budget development process, with responsibility for abiding by a budget. Financial experience sufficient to demonstrate proficiency in financial planning and accountability.
- Involvement in, or responsibility for, preparation of a strategic plan.
- Lead multiple teams effectively, successfully coordinating their efforts and interests on mutual projects.
- Possesses successful track record of properly influencing, motivating, and communicating with volunteers in a variety of venues.
- Demonstrates the ability to effectively speak in public and effectively convey their message.

- Possesses an understanding of governmental affairs and the legislative process.
- Possesses organizational and interpersonal skills that reflect an ability for strong public relations capability.
- Demonstrates ability to communicate effectively with individuals of diverse cultures and at various levels, i.e., business executives; federal, state and local political officials; and organizational staff.
- Possesses a well-established network of contacts.
- Has and demonstrates high ethical standards.
- Demonstrates creative thought processes necessary to establish an effective program of work, and solve problems that arise within a member-driven, volunteer-based organization.
- Has demonstrated the ability to work under a diverse governing body.
- Communicates well with elected officials.

## HOW TO APPLY

Interested applicants are required to submit the following:

- Resume
- Cover letter

Apply by emailing resume and cover letter to Amanda Ruiz, [ruizam@kerncounty.com](mailto:ruizam@kerncounty.com).

Questions can be directed to:

Amanda Ruiz, CAO Manager

Kern County Administrative Office

661-868-3171

[ruizam@kerncounty.com](mailto:ruizam@kerncounty.com)