

EXECUTIVE DIRECTOR OF MIRIAM'S HOUSE

Miriam's House seeks a dynamic, principled and highly skilled executive to provide leadership, vision and management as its new Executive Director (ED). This is an exciting opportunity for a committed, hard-working and self-motivated individual to lead a dynamic, well-established organization.

Founded over 14 years ago, Miriam's House is a residential community in northwest D.C. for women and their children living with HIV disease that empowers recovery from homelessness, disease and addictions in an environment of compassion, integrity, and accountability. Miriam's House is home to approximately 15 women at any one time and is managed by a staff of 15 staff members (12 FTE), three of whom live on the premises. The Miriam's House staff and residents strive for a compassionate and respectful atmosphere that embraces spirituality, and promotes harmony and self-renewal. Our mission and operations are guided by Miriam's House core values of **Compassion, Excellence, Integrity** and **Recovery**.

KEY RESPONSIBILITIES

The ED will oversee the operations and finances of Miriam's House. This individual will work closely with the Board of Directors, staff, residents and community partners to lead the implementation of the vision and mission of Miriam's House. In general, the ED will ensure the provision of programs and health care services to meet resident needs, provide daily supervision of staff, develop and manage the operating budget in collaboration with the development director, and manage Miriam's House operations consistent with its mission, values and culture.

The ED will also be responsible for fundraising, foundation development, major donor cultivation, and coalition building including working effectively with grantors, funders and regulators. The ED should be familiar with District of Columbia and federal HIV grant funding programs and regulations. The ED will work with the Board of Directors to promote Miriam's House visibility and positive public relations while ensuring the privacy of the residents.

Priority expectations for the new ED in the first 12-18 months are:

- Inspired leadership and management of all internal and external programs and projects.
- General proactive supervision and administration of Miriam's House operations, staff, residents and interns.
- Evaluation, recommendations, and implementation of Miriam's House programs and infrastructure to support continual improvement, program development and organizational growth.
- Identification, development, and expansion of funding sources.
- Implementation of a sustainable financial plan for the ongoing success of the organization.
- Be the face of Miriam's House to the community through creative outreach activities and networking.

QUALIFICATIONS

- Minimum of 5-7 years experience in senior level management, administration and staff supervision in the non-profit sector, including experience with a board of directors.
- Demonstrated leadership skills and abilities and excellent written and oral communication skills.
- Demonstrated ability to fundraise from diverse sources.
- Ability to start work at Miriam's House no later than May 15, 2010 strongly preferred..
- Experience with the government grant programs (and regulations) related to HIV and/or homelessness, including the D.C. government, HRSA, and HUD strongly preferred.
- Experience working with an at-risk population (i.e. homelessness, HIV/AIDS, addictions and recovery, mental health) and a working knowledge of the recovery process preferred.
- Direct experience with the management of a residential healthcare program and interest in intentional community preferred.
- Bachelor's degree or equivalent. Master's/advanced degree or equivalent experience with emphasis in non-profit management desirable.
- Annual compliance requirements: Police clearance, physical exam including TB test.

Applicants are strongly encouraged to visit our website to learn more about the mission and community at Miriam's House, www.miriamshouse.org.

APPLICATION PROCESS

Miriam's House offers a competitive salary and generous benefits package, commensurate with the experience required to lead an organization of its size and budget.

Interested applicants should send their cover letter, resume and salary requirements no later than February 21, 2010 to: EDsearch@miriamshouse.org

Miriam's House plans to interview candidates in March and April and expects to make the final hiring decision in April for a start date in May 2010. The new ED will work with the existing Interim Executive Director for a period of two to four weeks.