



## JOB DESCRIPTION

**Title:** Executive Vice President

**Reports to:** President & CEO

**Department:** Administration/Programs

**FLSA Status:** Exempt; Full Time

**The Executive Vice President reports directly to the HEP President & CEO and plays an integral part in the strategic development and coordination of programs throughout the organization to support the overall established Mission.**

### **PRINCIPLE DUTIES AND RESPONSIBILITIES:**

- Serves as right hand support to the President & CEO and provides feedback to important matters
- Works with HEP Executive Leadership to support the strategic plan in fulfilling the needs of the Mission for the organization
- Selecting, supervising, training, evaluating, and completing all aspects of management within multiple departments and with all pertinent Directors and Managers
- Plan and implement policies and procedures across the organization for program improvements
- Maintain consistent and respectful service delivery for residents at all times on campus
- Oversee agency participation in required audits and providing appropriate documentation such as CARF, FDOT, VA, etc. for successful outcomes
- Plan, develop, collaborate, build and maintain rapport and relations with all local, government, social service, medical, mental health providers, community agencies, etc.
- Review necessary agreements, contracts, protocols for organization and provide successful follow through
- Propose new programs and/or modifications to Board of Directors and provide supporting reports for review during yearly board meetings
- Ensure the accurate and timely collection of statistical data for all operations and report as necessary to compliance staff and stakeholders
- Participate in budget planning, evaluating costs, tracking expenses and consider ways to converse costs across the organization
- Serve as a Representative on industry committees and leadership boards to provide advocacy and knowledge
- Respond to and help manage crisis and/or emergency situations as they arise
- Maintain confidentiality at all times



### **KNOWLEDGE, EDUCATION AND ABILITIES REQUIRED:**

- Bachelor's degree in Human Services, Business Management, Non-Profit Management and or equivalent work experience
- Minimum of five years previous experience in management
- Must have prior experience working directly with the homeless population and thorough understanding of relevant service delivery concepts such as government housing programs
- Sensitivity to the cultural diversity of clients to successfully work with diverse racial, ethnic and economic groups
- Strong relationship building skills are a MUST
- Comfortability with public speaking and necessary speaking engagements if needed
- Proficient in Microsoft Office Suites with heavy emphasis on Excel
- Superb communication skills both verbally and written
- Ability to adapt to change easily under any circumstances
- Working knowledge of reading contracts, agreements, negotiations, etc.
- Ability to work independently, as a team and attribute strong leadership

### **WORKING CONDITIONS:**

- Must be a able to successfully pass a background check Level 1 and 2, drug, alcohol and DOT Physical screenings
- Possess clean, valid Florida driver license
- Limited travel for business meetings and events
- Standing, sitting, bending, reaching, walking, etc.
- Walking and standing on uneven surfaces around HEP campus
- The physical environment requires the employee to work both inside and outside in heat, wet/humid, and dry/arid conditions
- Ability to lift up to 35 lbs. mandatory for position; anything over 50 lbs. will require a team lift

*The above declarations are not intended to be an "all-inclusive" list of duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job, and be a reasonable representation of its activities.*

*HEP is a Drug Free Workplace and Equal Opportunity Employer. HEP does not discriminate against any class of protected persons covered by applicable law in its hiring and/or advancement opportunities. HEP encourages people of all minority statuses to apply.*

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Employee Signature

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Date