

Position#A070-1

Homeless Emergency Project Inc. (HEP), a not-for-profit organization operating a continuum of supportive housing for homeless families with children and individuals facing multiple barriers to self-sufficiency, has an opening for the position of Vice President of Operations.

The Vice President of Operations will oversee the administration and operation of residential programs and facilities for homeless and individuals and families, ensuring compliance with all program standards, contracts, policies and procedures; provide leadership to staff and oversight of operations including case management services and budget development. As a key member of the senior management team, the Vice President of Operations will be tasked with building program census, assist in the expansion, planning and development of programs by proven success in quality service outcomes. The Vice President of Operations directly supervises Program Directors and Managers and reports to the President/CEO.

Minimum Qualifications:

- Bachelors Degree from an accredited four year college or university
- Five years management experience, preferably with experience in a social service area
- Experience working with government housing programs
- Strong operations background with the ability to identify, track and measure service outcomes
- knowledge of current research and best practice in mental health, drug & alcohol treatment and working with the homeless population
- Ability to manage a substantial budget

HEP offers a competitive salary and benefit package.

Email resumes to: Libby Stone at lstone@ethep.org.