



## POSITION SPECIFICATION FOR CEO

[DaybreakDayton.org](http://DaybreakDayton.org)

### About our Organization

Established in 1975, Daybreak is the sole provider of services for homeless and at-risk youth, ages 10–24 in the Miami Valley. We serve close to 800 youth a year in the following four ways: 1) a 24-bed emergency shelter open 24/7 to provide shelter, food, clothing, and stability for 10- to 21-year-old youth in crisis; 2) a transitional housing program that includes household budget education, 24 units on Daybreak's campus and 54 units in the larger community; 3) mental health services, AOD clinic and limited onsite medical services to address the complex trauma our youth have experienced; 4) employment services that help youth develop the skills and resources needed to secure and maintain employment, pursue an education or earn trade credentials. Daybreak is a 501(c)(3) non-profit organization.

**Our Vision:** A promising future for all youth

**Our Mission:** To provide Miami Valley homeless and vulnerable youth with services that promote safety, stability, and well-being.

### Position Overview

This full-time position is for immediate hire and reports to a supportive and professional Board of Trustees. This impactful leadership position is responsible for executing strategic initiatives, overseeing the administration, resource development, community and industry involvement, expense management, talent development, programs, and, in coordination with the Board of Trustees, the strategic plan of the organization. This position requires a mission-focused, servant leader who possesses a passion for homeless youth and will serve as a strong promoter and spokesperson for the organization.

### First Year Success Factor

- Build relationships both internally and externally and become well respected by the agencies and donors that fund Daybreak.
- Collaborate with the staff and the Board of Trustees on the following key initiatives of Daybreak:
  - Get grounded in and drive the organization toward the Daybreak 2022 targets set out in the Strategic Plan.
  - Meet revenue and spending targets and ensure a balanced budget.
  - Determine if Daybreak's current program for youth job skill development is sustainable over the long-term and, if not, identify an alternative plan of action.
  - Successfully launch David's Place, Daybreak's new LGBTQ support center, including appropriate programming, and establish a plan for sustainable funding.

### Key Deliverables

- Ensure that the organization serve its mission and be mindful of mission drift. Protect the overall welfare of the organization.
  - Promote and expect everyone's consistent living of agency core values
  - Creates a sense of urgency around key issues
- Represent Daybreak and promote the organization, its mission, programs, partners and members in a positive manner.
- Maintain regular and ongoing communication to build strong relationships with the Board of Trustees; provide leadership and support to members at all times.

- Provide collaborative and energetic leadership to the team. Brings managers, executives and staff out of silos to work together.
  - Information is shared and everyone takes responsibility for the whole
- Drive development and fundraising; initiate, cultivate and extend relationships with the organization's portfolio of individual, foundation and corporate supporters.
- Develop collaborative relationships with community-wide providers.
- Increase unrestricted fee-for-service income and types of safe housing for at-risk youth.
- Increase opportunities for youth to set and achieve educational goals and sustained employment.

#### **Education/Experience**

- Bachelor's degree required. Master's degree preferred.
- Minimum of 5 years of executive leadership experience. Experience in the nonprofit sector preferred.

#### **Technical Competencies**

- A deep understanding of the federal, state and local agencies that provide funding for homeless youth.
  - Experienced with securing grants from such agencies
- Excellent written and oral communication skills; passionate, personable and well-received in all communications.
- Demonstrated competency as an enthusiastic fundraiser
- Executive Leadership and Organizational Management Skills
  - Demonstrated track record of leading successful teams
  - Strong business acumen to direct resources and management all financials of the organization.
  - Familiar with diverse business functions such as Human Resources, Marketing, and Staff management.

#### **Behavioral Characteristics**

- **Adaptive and Nimble:** Has the ability to respond to the needs of the organization and course correct as needed. Is opportunistic and understands the need to adapt when "one door closes, another one opens".
- **Builds Trust:** Interacts with others in a way that gives them confidence in one's intentions and those of the organization, demonstrates honesty, treats others with dignity, respect and fairness.
- **Strong Team Building Skills:** Is hands on leader who uses appropriate methods and a flexible interpersonal style to help build a cohesive team; creates strong morale and spirit; shares wins and successes; deeply engages and collaborates with the team and is inquisitive about their area of expertise, welcomes constructive debate and provides visible and regular communication on agency direction.
- **Demonstrates Self-Awareness:** Knows personal strengths, weakness, opportunities and limitations; is open to feedback and rounding out weaknesses by utilizing the strength of others on the team. Welcomes constructive debate
- **Mission Focused and Strategic Decision Making:** Identifies key strategic issues and focuses on continuous improvement; obtains information and identifies issues and relationships relevant to achieving a long-range goal or vision; commits to a course of action to accomplish a long-range goal or vision after developing alternatives based on logical assumptions, facts, available resources, constraints, and organizational values.