



**Position:** Co-Executive Director of Hotel Hope

**Organization:** Hotel Hope ([www.hotelhope.org](http://www.hotelhope.org))

**Reports to:** Board of Directors      **Classification:** Exempt

## About Hotel Hope

Hotel Hope is a nonprofit, interfaith organization that provides safe, welcoming emergency housing for mothers and their children experiencing homelessness. Working alongside a network of trusted community partners, we help families move from crisis toward stability and permanent housing. Guided by our core values of love, compassion, and empowerment, we offer intensive case management, life-skills education, and a strong circle of community support that equips mothers to build secure and independent futures for their families. Our work is grounded in the belief that families belong together and that homelessness can be addressed not only through immediate support but also through long-term systemic change. Since opening our doors in 2018, Hotel Hope has helped more than 400 families navigate crisis and return to stable housing.

## Overview of the Role

Hotel Hope seeks a compassionate, visionary leader who deeply values the dignity of every person to serve as Co-Executive Director alongside our current Co-Executive Director. In partnership with the Board of Directors, this leader will guide the organization into its next phase of growth as we work to preserve families and end family homelessness. The role reports to the Board of Directors.

The Co-Executive Director serves as a co-chief executive of this interfaith organization leading the emergency shelter. This position is entrusted with carrying forward the organization's mission of hospitality, healing, and hope as well as upholding the organization's values of love, compassion, and empowerment. In partnership with the Board of Directors and the other Co-Executive Director, this role provides vision, leadership, and stewardship to ensure that all programs, operations, and relationships reflect Hotel Hope's interfaith commitment, respect for human dignity, and belief in the possibility of transformation for every family served. This role is responsible for oversight and management of emergency shelter operations and programming, Board support and development, leadership team and financial management, and ensuring financial sustainability through fundraising. This role is also a thought partner on Hotel Hope strategy with their Co-Executive Director.

## Essential Duties and Responsibilities

- ***Mission, Values, and Organizational Leadership***
  - Model the interfaith mission, vision, and values of Hotel Hope.
  - Center the long-range vision of the organization in planning, leadership, and management.
- ***Board partnership and development***
  - Support Board development and engagement in ways that strengthen governance and deepen commitment to the mission.
  - Ensure the Board has the information necessary to make strategic governance decisions and promote the mission of Hotel Hope.
  - Attend all Board meetings as a non-voting participant.
- ***Program Leadership***
  - Oversee the delivery of high-quality emergency shelter and case management services that promote healing, empowerment, and long-term stability.
  - Champion trauma-informed, strengths-based approaches that respect each resident's story and potential.
  - Oversee program evaluation and continuous improvement to ensure services reflect best practices and interfaith values of care and justice.
- ***Operations and Staff Leadership***
  - Provide oversight of daily operations, safety, and program services.
  - Ensure effective management to guarantee high quality and sustainable facilities.
  - Recruit, mentor, and supervise staff in a values-based manner that affirms their gifts, supports professional growth, and nurtures a collaborative culture.
  - Foster a workplace grounded in mutual respect, accountability, and shared purpose.
  - Oversee all record-keeping for the organization.
- ***Stewardship and Financial Sustainability***
  - Serve as a steward for the organization's financial and material resources.
  - Work with the Board of Directors and staff to take the lead on the Strategic Plan.
  - Work with the Board to develop and oversee budgets, financial controls, and long-term sustainability plans.
  - Prioritize fundraising efforts, grant development, and donor relationships as central to the execution of the organization's mission and vision. Work closely with the Co-Executive Director to be positioned to lead all fundraising for Hotel Hope.

- ***Community Presence and Advocacy***
  - Serve as a lead ambassador of Hotel Hope, sharing its mission, vision and values with faith communities, donors, partners, and the broader public.
  - Build strong relationships with interfaith partners, service providers, government, and community leaders.
  - Advocate for women, children, and families experiencing homelessness, guided by principles of justice, compassion, and inclusion.
  
- ***Teamwork and Collaboration***
  - Work in partnership with the Co-Executive Director and President of Hope Family Housing.
  - Support and mentor staff to promote a team environment.
  - Provide leadership for effective team behaviors.
  - Demonstrate effective communication skills in building relationships with all employees, Board, guests and nonprofit partners.
  - Create good working relationships with other service providers

## Qualifications & Key Attributes

### Required

- Master's degree or equivalent experience in nonprofit leadership, social services, ministry, or a related field.
- Minimum of five years of senior leadership experience and people management, preferably in a faith-based or human services organization.
- Demonstrated commitment to Hotel Hopes values of love, compassion and empowerment as well as to social justice and respect for the dignity of all people.
- Strong leadership, financial management, and organizational skills.
- Excellent communication and relationship-building abilities.
- Demonstrated skills and strong working knowledge of Microsoft Office suite of applications, including Excel and Word.

### Preferred

- Experience in housing, emergency shelter, or family-centered services.
- Fundraising experience within interfaith or mission-driven organizations.

### Core Competencies

- Mission-driven leadership
- Compassionate and trauma-informed decision-making
- Integrity, humility, and accountability

- Ability to lead diverse communities with respect and care
- Commitment to hope, healing, and transformation
- Ability to communicate clearly and professionally in both verbal and written form and maintain strict confidentiality
- Demonstrated ability to work effectively under stressful conditions.

### **Demonstrated Commitment to Hotel Hope Values and Culture**

- Treat all guests, visitors, volunteers and employees with love, kindness, respect and dignity.
- Adhere to Hotel Hope policies, procedures, code of conduct and attendance rules.
- Adhere to the policies in the use of computer technology and all tele-communication devices.

### **Working Conditions**

This role is primarily based at the emergency shelter hotel and administrative offices. Given the nature of the position, the successful candidate must be available for evenings and weekends as needed for community events, presence, or organizational needs and be willing to work in emergencies, crisis, or disaster situations.

### **Compensation & Benefits:**

This is a full-time position with an annual salary range of \$85,000 - \$105,000 dependent on experience. Benefit package includes a stipend for health care coverage and paid time off.

### **How to Apply**

**Please submit the below by email to [hr@hotelhope.org](mailto:hr@hotelhope.org) and include in the subject line “Hotel Hope CoED position” with your name.** Applications will be considered as they are received and solicitations will close when the position is filled. Only completed applications will be reviewed.

- A cover letter explaining why you would be a great leader for Hotel Hope
- Resume or Curriculum Vitae
- Three professional references