



Seeking: Interim Executive Director

CloseKnit is an emerging thought leader in the youth homelessness field, shifting the dominant narrative away from White Savior assumptions that a youth facing homelessness has no one. Instead, we embrace honoring and removing systemic barriers to resource the people, often BIPOC, who are already in the youth's lives.

We believe youth facing homelessness frequently have caring connections within their existing networks, with whom they often can or do stay. Because three-fourths of Minnesota youth facing homelessness are BIPOC and we live in a highly segregated state, those supportive connections are often from underestimated and under-resourced BIPOC communities. Investing in these existing informal hosting arrangements is critical to meet youths' need to find and be in homes with trusted connections. However, profound system change is necessary to redirect the current housing-focused youth homelessness response to a more relationship-focused approach that meets both the physical needs of youths for shelter and basic necessities as well as their emotional and developmental needs for caring connections with supportive adults.

#### **CloseKnit Mission**

CloseKnit catalyzes system change, building a holistic response that overcomes racism to honor and invest in existing "chosen family" arrangements that prevent youth homelessness.

#### **CloseKnit Vision**

We see all youth facing homelessness as already loved, especially youth from underestimated and under-resourced communities.

#### **Job Description**

The Interim Executive Director (IED) will provide the visionary leadership necessary for CloseKnit to catalyze anti-racist system change that invests in chosen family hosting arrangements for youth facing homelessness. In addition to having overall operational responsibility for CloseKnit's staff, initiatives, strategic growth, fundraising, and delivery of its mission, the interim ED will be responsible for cultivating a collaborative, inclusive organizational culture. They will initially develop deep knowledge of the organization, its mission, history, core initiatives, and operations. The interim ED will report to the Board of Directors on the operations, goals, achievements, and financial needs of the organization. There is an opportunity for the Interim position to be transitioned, with Board of Directors approval, to the position of ongoing Executive Director.

**REPORTS TO:** CloseKnit Board of Directors

**STAFF POSITIONS:** Deputy Director, Chosen Family Justice Director, Operations Officer



### **POSITION SUMMARY:**

- Provide visionary, collaborative leadership and direction to CloseKnit.
- Identify grant opportunities and manage existing partnerships that provide financial and human resources needed to achieve CloseKnit's mission.
- Support values, internal policies and procedures for a healthy culture within the staff and the Board of Directors.
- 30-40 hours per week.
- Minimal 12 month commitment.

### **PRIMARY RESPONSIBILITIES**

#### **Leadership & Vision**

- With the Board of Directors and staff, implement the strategic plan and operational strategies to achieve CloseKnit's mission and ensure consistent progress is made.
- Manage ongoing priorities while maintaining a long-term vision.
- Build and maintain strong relationships with nonprofit and government partners and collaborate with direct-service providers, researchers, and elevate the voices of those with lived experience.
- Further the testing and evaluation of the Chosen Family Housing model as an effective and cost-effective response to the crisis of youth homelessness.
- Pursue an agenda that explicitly dismantles policies and practices that perpetuate structural racism, and fosters a work culture that prioritizes the needs of underestimated and under-resourced BIPOC, immigrant and rural communities.
- Position CloseKnit as a thought leader, shifting the response to youth homelessness from a focus on "independence" and "self-reliance" to meeting the young person's deep human need for connection and belonging.
- Position the Chosen Family Hosting model for statewide and national scalability.

#### **Fiscal Management**

- Manage organizational financial health, serve as key contact for Board of Directors executive Committee.
- Develop annual financial plan and budget that reflects CloseKnit priorities.
- With external accounting consultant, manage & monitor income, expenses, and cash flow against approved budget.
- Ensure accurate financial reports are produced on a timely basis.
- Ensure that sound financial practices are maintained.
- Cultivate diversified funding streams from government, foundations, individual donors and fee-for-service consulting to keep CloseKnit on steady financial footing.
- Ensure that services and funding relationships are robust enough to meet or exceed strategic goals and objectives.
- Write and submit existing grants and reviews and cultivate new funding opportunities to adequately fund CloseKnit initiatives.

#### **Steward of Culture**

- Model the values of CloseKnit culture with staff, board and in the community.



- Practice deep listening with the people we serve and lift up the voices of those with lived experience.
- Speak into existence the narrative change of youth already being loved and change the systems to more effectively prevent youth homelessness with chosen family justice.
- Maintain a positive and strong organizational culture that helps employees feel valued and helps attract and retain competent, caring staff.

#### Skills and Experiences

- Visionary leader that can collaborate with internal and external partners.
- Passionate and self motivated by system change work.
- Relevant experience in some or all of the following sectors: affordable housing, non-profit leadership, advocacy, youth programming.
- Passionate about CloseKnit's mission and able to enroll others in the possibility of chosen family justice.
- Strong communication skills and ability to communicate with diverse and multigenerational members of the community; including direct provider organizations, legislative community, citizens with lived experience.
- Comfortable working in a hybrid, in-person and virtual environment.
- Demonstrated history of social advocacy.
- Trauma-informed experience a plus.

Job Type: Full-time

Pay Range: \$70,000.00 - \$85,000 per year

- Health insurance
- Paid time off
- Professional development available

To apply, please submit a cover letter, resume and two references to [hello@closeknit.us](mailto:hello@closeknit.us)

Accepting applications through June 1, 2023