

**Lord of the Streets  
Position Description  
Executive Director**

**Program Overview:** Lord of the Streets ('LOTS') is a mission church of the Episcopal Diocese of Texas and 501(c)3 organization that serves the homeless and disadvantaged. Through its staff, volunteers, and partners LOTS provides meals, clothing/hygiene essentials, health and vision care, social service case management and referrals, an address for mail receipt, help with food stamp application, showers, worship services and pastoral care, and enrichment programs.

**Position Summary:** The Executive Director works collaboratively with the Bishop's Committee and congregational/community partners to ensure the operational, fiscal, and strategic success of Lord of the Streets. The Executive Director also works in close partnership with the Vicar, staff, and volunteers ensure that the mission, vision, and operations of LOTS are fulfilled.

**Reports To:** The Bishop's Committee for Lord of the Streets.

**Core Attributes:**

1. Strong commitment to the mission of LOTS and the community it serves.
2. Hands-on, energetic, people-oriented, collaborative leadership style.
3. Strong analytical, communication, interpersonal, organizational and problem-solving skills.
4. Skilled at multi-tasking and managing multiple projects with competing priorities.
5. Experienced in fundraising, marketing, development, and community engagement.
6. Supportive of the Christian principles that form the missional foundation of LOTS.
7. Possesses/willing to acquire an in-depth understanding of homelessness: root causes, myths/misconceptions, solutions, community resources, etc.

**Responsibilities**

1. In collaboration with the Bishop's Committee, maintain full responsibility for all aspects of LOTS' operational, fiscal, and structural functions.
2. In collaboration with the Bishop's Committee, develop and implement strategic plans and visions for the future.
3. Maintain a visible presence at LOTS that includes effective interactions with clients/parishioners, staff and volunteers.
4. Work closely with the Operations Manager to ensure that day-to-day operations and services are as seamless as possible.
5. Work collaboratively with the Vicar; provide support for missional and pastoral care initiatives.

6. Develop effective processes and improvements to enhance the efficiency of operations.
7. Develop and implement programs to recruit, train, retain, and recognize volunteers.
8. Recruit, manage, and evaluate paid staff.
9. Cultivate connections and engage with donors/potential donors, businesses, and agencies for the purpose of acquiring support/funding for LOTS.
10. Develop and implement educational/informational presentations to assist with community engagement.
11. Develop marketing strategies, collaterals, social media presence, etc. to enhance LOTS' visibility.
12. Manage ongoing gifts and grants; work with the Bishop's Committee and appropriate resources to develop and implement fundraising and capitol campaigns.
13. Develop and maintain positive relationships and working partnerships with the clergy and staff at LOTS' supporting congregations.
14. Assist staff when volunteer shortages might threaten client service, safety, satisfaction, and/or overburden staff.
15. Follow all established policies, procedures, guidelines, meeting requests, and safety standards.
16. Perform other duties as required or requested by the Bishop's Committee.