



ImmaCare Inc.

Linking people and housing together

POSITION DESCRIPTION EXECUTIVE DIRECTOR

ImmaCare is a Hartford-based nonprofit that has spent over 40 years supporting individuals experiencing homelessness by providing emergency shelter, permanent supportive housing, and mobile outreach. Evolving beyond immediate relief, ImmaCare focuses on long-term stability through housing solutions, including its Casa de Francisco residence and a low-barrier Housing Navigation Center that helps individuals access housing, healthcare, income, and critical support services. To learn more, visit: <https://immacare.org/>

WHERE WE ARE TODAY:

We are seeking an experienced, energetic, and personable executive to lead ImmaCare—someone who will shape its future direction and elevate awareness of its life-changing services. With a strong foundation both reputationally and financially, this leader will have the opportunity to thoughtfully steward a well-established, highly respected organization while guiding its continued evolution to best serve the community.

The ideal candidate will partner with the Board of Directors to develop and execute a long-term vision for ImmaCare. The next Executive Director will serve as a community interface, acting as a visible and engaged external leader, oversee internal program management and development, and have overall responsibility for staff recruitment, retention, and supervision; financial management; budget preparation; fundraising; communication; marketing; collaboration; strategic and operational planning; and execution of the mission. This leader will balance strategic oversight with strong internal leadership, ensuring clear accountability, effective delegation, and organizational alignment.

RESPONSIBILITIES:

Leadership & Management

- Provide leadership and strategic vision to ensure the effective delivery of quality programs.
- Manage and direct all programs, activities, and services in compliance with state requirements and funders, as well as organization's policies and procedures.

- Maintain an organizational culture that attracts, develops, motivates, and retains excellent staff.
- Develop and lead an effective management team with appropriate provision for succession.
- Leverage systems and processes to ensure program excellence and accountability.
- Promote active and broad participation by volunteers in all areas of the organization's work.

Communications & Advocacy

- Raise the visibility of the organization by articulating an inspiring vision and engaging critical stakeholders, including donors, community leaders, businesses, and government officials.
- Establish sound working relationships and cooperative arrangements with community groups and organizations, particularly the Coordinated Access Network, Continuum of Care, Connecticut Department of Housing, US Department of Housing and Urban Development, Connecticut Department of Mental Health and Addiction Services, and local hospitals.
- Support the development of the agency's annual report and other marketing efforts.
- Keep abreast of trends and changes in the field through networking and outreach.

Finance & Compliance

- Lead budgeting, financial reporting, and cash flow management, ensuring alignment with Board-approved plans.
- Maintain strong internal controls, oversee audits, and ensure compliance with all regulatory and grant requirements.
- Monitor financial health, including reserves and risk management.
- Present financial insights and performance to the Board and Finance Committee.

Fundraising & Governance

- Engage and support Board members in fundraising, including donor cultivation, solicitation, and major gift efforts.
- Lead and execute the organization's fundraising strategy, cultivating key donor and partner relationships while tracking and reporting progress.
- Report to the Board on program and financial performance and partner on strategic direction.

THE IDEAL CANDIDATE:

Our ideal candidate will embody the values of ImmaCare and bring leadership and strategic insights to the work through the following skills and characteristics:

- A minimum of a bachelor's degree in a related field with a master's degree preferred: social sciences, human services, nonprofit business administration, or relevant field
- Track record of leadership—making sound decisions and holding teams accountable

- Demonstrated background in facilitative leadership, harm reduction, theories of transformational change, and trauma-informed care
- Compelling communicator, speaker, and writer
- Strong strategic mindset; open to learning and adapting
- Experience with management of organization budget and finances
- Keen understanding of the ability to listen, meet people where they are, and engage in meaningful dialogue with stakeholders
- Demonstrated ability to lead through change, strengthen organizational culture, and improve team dynamics in complex environments
- A passion for working with those experiencing or at risk of homelessness
- An understanding of how the City of Hartford or communities of similar size and demographic operate
- Experience in the nonprofit arena on a paid or volunteer basis
- Well-organized, able to multitask and work with team members, recognizing that no task is too big or too small
- Grace under pressure

COMPENSATION AND BENEFITS:

This position is a full-time exempt, salaried position. The salary range is \$140,000-\$150,000 dependent on relevant qualifications and experience. The successful candidate will be offered a competitive benefits package.

The Executive Director is expected to work regular on-site business hours in Hartford with some evening hours required for board meetings and to support stakeholder and donor events. The Executive Director operates within a 24/7 service environment and is expected to ensure responsive leadership during emergencies while building systems and a leadership team that appropriately share on-call responsibilities and sustain a healthy, effective organizational culture.

EQUAL OPPORTUNITY EMPLOYER:

ImmaCare is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, age, sexual orientation, gender identity, national origin, veteran or disability status.

TO APPLY:

The search is being conducted by The Strategy Group. To apply:

- Submit a resume and a compelling letter of interest via email.
- Send cover letter and resume as ONE PDF DOCUMENT titled “Last Name Cover Letter and Resume” to nonprofitjobs@thestrategygroupllc.org.
- Please title emails as **IMMACARE ED SEARCH** in the subject line.

Resumes will be accepted until the position is filled.