



# Opening Doors

## Northwest Florida

**Job Title: Executive Director**

**Organization:** Opening Doors Northwest Florida, Inc.

**Location:** 1020 North New Warrington Road, Pensacola Florida 32506

**Position Type:** Full-Time, Salaried

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**Opening Doors Northwest Florida** is proud to serve as the **lead agency for the Continuum of Care (CoC)** in both **Santa Rosa** and **Escambia Counties**. In this capacity, we are responsible for coordinating and overseeing the regional response to homelessness and housing instability, ensuring that resources are allocated efficiently and equitably to those in need.

As part of our leadership structure, the **Executive Director (ED) of Opening Doors Northwest Florida** also serves as the **Lead Staff Oversight for the Continuum of Care**. This dual role ensures seamless coordination between our organization's programs and the broader CoC framework. The ED's responsibilities include ensuring that all activities and operations comply with **CFR 278 Chapter 24** (the federal regulations governing Continuums of Care), which mandates a structured and accountable approach to homeless assistance programs.

Through this integrated leadership, we work to ensure that both **Opening Doors Northwest Florida** and the Continuum of Care meet all compliance requirements while effectively addressing homelessness across **Santa Rosa** and **Escambia Counties**.

**About Opening Doors Northwest Florida, Inc.**

Opening Doors Northwest Florida, Inc. is a nonprofit organization committed to preventing homelessness and serving individuals who are currently unsheltered in Escambia and Santa Rosa Counties. Through a variety of housing programs, services, and community partnerships, we aim to provide solutions that address homelessness and increase housing stability. Our mission is to empower individuals to achieve housing stability, self-sufficiency, and improved quality of life.

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**Position Summary**

Opening Doors Northwest Florida, Inc. is seeking a highly qualified and mission-driven Executive Director to lead and manage our organization. The Executive Director will oversee the implementation and expansion of programs aimed at preventing homelessness and assisting those who are unsheltered. This individual will be responsible for ensuring full compliance with federal, state, and local regulations, including 24 CFR Part 578, and managing a \$2 million budget. The Executive Director will also develop and execute strategies to increase housing

capacity, with a focus on permanent supportive housing, rapid re-housing, and other innovative housing solutions.

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## **Key Responsibilities**

### **1. Leadership & Strategic Direction**

- Lead the organization in achieving its mission and goals while maintaining a focus on innovation, sustainability, and collaboration.
- Develop and implement strategies to increase housing capacity and improve services in Escambia and Santa Rosa Counties, focusing on permanent supportive housing, rapid re-housing, and other housing solutions.
- Engage with the Board of Directors, staff, and key stakeholders to establish strategic priorities and ensure alignment with community needs.
- Assist the Leadership Council with the development and implementation of the CoC's strategic plan
- Support CoC member agencies to build service capacity and maximize grant funding

### **2. Compliance & Program Management**

- Ensure the Continuum of Care (CoC) program operates in full compliance with federal regulations, specifically 24 CFR Part 578, and applicable state and local laws.
- Oversee the implementation of all homelessness prevention, housing, and supportive services programs, ensuring they align with best practices and meet the needs of individuals at risk of homelessness and those who are unsheltered.
- Monitor program performance and outcomes, ensuring continuous improvement and high-quality service delivery.

### **3. Financial Management & Grant Oversight**

- Oversee a \$2 million budget, ensuring financial sustainability, efficiency, and responsible stewardship of resources.
- Develop and manage financial plans, including annual budgets, forecasts, and reporting.
- Oversee all grant management activities, including securing funding, writing grants, and ensuring compliance with grant conditions.
- Foster and maintain relationships with funding sources, government entities, and private donors.

### **4. Housing Capacity Development**

- Collaborate with local governments, developers, and service providers to increase affordable housing options, with a specific focus on permanent supportive housing and rapid re-housing programs.
- Develop and implement strategies to address gaps in the housing continuum and increase housing stability for vulnerable populations.

### **5. Community and Stakeholder Engagement**

- Representing Opening Doors Northwest Florida, Inc. at local, regional, and state levels, building strong relationships with government officials, community organizations, and other stakeholders.
  - Advocate for policies that address homelessness and support housing solutions.
  - Function as the organization's primary spokesperson to raise awareness of homelessness issues and engage the public in solutions.
  - Build strong relationships with CoC member organizations
- 6. Staff Leadership and Development**
- Lead, mentor, and support staff in a positive and inclusive work environment.
  - Ensure the recruitment, training, and retention of a diverse and skilled team.
  - Promote professional development opportunities to ensure staff are knowledgeable and effective in their roles.
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## Qualifications

- **Education & Experience**
    - Bachelor's degree in nonprofit management, social services, public administration, or related field required; master's degree preferred.
    - At least 5 years of senior leadership experience in a nonprofit organization, with considerable experience in homelessness prevention, housing services, or related fields.
    - Strong experience managing large budgets (\$2 million+) and overseeing financial operations, including grants and audits.
    - Experience with federal regulations governing homelessness programs, specifically 24 CFR Part 578, and familiarity with the Continuum of Care program.
    - Proven history of successfully increasing housing capacity and developing innovative housing solutions.
  - **Skills & Abilities**
    - Excellent leadership, communication, and people skills, with the ability to collaborate with diverse stakeholders.
    - Strong financial and analytical skills, with experience in budget management and grant oversight.
    - An analytical thinker with the ability to identify opportunities for growth and innovation in housing solutions.
    - Knowledge of homelessness and housing programs, including rapid re-housing, permanent supportive housing, and related initiatives.
    - Ability to collaborate effectively with community leaders, local agencies, and government organizations.
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## Compensation and Benefits

- Competitive salary based on experience.
  - Comprehensive benefits package, including health insurance, retirement options, paid time off, and professional development opportunities.
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### **How to Apply**

Interested candidates should submit a resume and cover letter that outlines their qualifications and interest in the position.

Email applications to Director of Human Resources, Joan Vincent  
[accounting@openingdoorsnwfl.org](mailto:accounting@openingdoorsnwfl.org) 850-435-4056.

Applications will be accepted until April 30<sup>th</sup>, 2025

Opening Doors Northwest Florida, Inc. is an equal opportunity employer and encourages individuals from all backgrounds and experiences to apply.

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This job description reflects the critical responsibilities and qualifications for the Executive Director role at Opening Doors Northwest Florida, Inc., ensuring strong leadership, program growth, and financial oversight to continue serving individuals in need within the community.