



**Executive**

**Director**

*Bakersfield Kern*  
**BKRHC**  
REGIONAL HOMELESS  
COLLABORATIVE



## ● ABOUT KERN COUNTY

The Bakersfield/Kern Continuum of Care (CoC), headquartered in Bakersfield, CA, covers Kern County's approximately 8000 square mile geographic area and is located at the southern end of the San Joaquin Valley. Kern County is known for its agriculture, contributions to country music with the Bakersfield Sound made famous by Buck Owens and Merle Haggard, an abundance of petroleum reserves, and its presence in the aviation, space, and military sectors. Kern County is home to innovators in a wide spectrum of sectors from health care to homeless services and everything in between. This place is steeped in history, a land of hardworking individuals who are doers, achievers, and leaders. Kern County is the place we call home.

## ● ABOUT THE CONTINUUM OF CARE

The Bakersfield-Kern Regional Homeless Collaborative is an independent 501(C)3 nonprofit organization that works to reduce the impacts of homelessness in Kern County through collaboration with CoC members and the general public. The BKRHC acts as a fiscal agent and collaborative applicant tasked with coordinating the work within the CoC. Governed by a 9-member Executive Board and 21-member Governing Board, these entities work in partnership with the BKRHC to ensure that the CoC maintains its fiscal and operational duties. The BKRHC is comprised of homeless service providers, City and County officials, Kern County citizens, business owners, individuals with lived experience of homelessness, youth, veterans, native and indigenous peoples, and everyday people wanting to make a difference. BKRHC's mission is to ensure everyone in Kern County has a permanent place to call home. Through this vision, the BKRHC is responsible for the development, update, and implementation of the 10-year plan to end homelessness, known as "The Strategic Plan to Address Homelessness". The plan contains 8 objectives:

1. Reduce the number of persons experiencing homelessness through prevention and diversion.
2. Increase timely, equitable access to Coordinated Entry System (CES).
3. Use data across the system to measure inflow, access to service, and outflow to measure program success and achievements.
4. Increase access to supportive services.
5. emergency shelter options to increase access to quality emergency shelter beds.
6. Increase the inventory and access to interim, transitional, and bridge housing.
7. Increase the inventory and access to affordable, permanent housing.
8. Reduce recidivism for those exiting into permanent housing.

## ● THE POSITION

The Executive Director plays a critical role in the CoC and leads a team of professional staff at the BKRHC. They will have overall strategic and operational responsibility for the BKRHC. The Executive Director reports to the BKRHC Executive Board and is responsible for maintaining working relationships with the CoC's Executive and Governing Boards to coordinate fiscal and governing responsibilities including program development, execution of the organization's mission, goals, policies, and representation of the BKRHC within the community.





## ● THE IDEAL CANDIDATE

The candidate should have experience collaborating with an Executive or Governing body to ensure that all CoC responsibilities are fulfilled within the purview of associated bylaws and governance charts. They will have experience in community engagement with various stakeholders of differing backgrounds and levels of education. They must be politically astute and comfortable with navigating within a landscape where homelessness is a key focus of community leaders, CoC members, and the public. The successful candidate will have the energy, motivation, and enthusiasm to drive the work and set clear expectations with data-driven goals and outcomes. The Executive Director must possess experience and excellent business acumen to ensure that work is completed efficiently and transparently. They must have a solid foundational knowledge of budgeting and finance. They must be able to manage a portfolio of projects at various levels and have experience in project management ranging from project genesis to contract execution. They will have a demonstrated background and experience in homeless policy including those set forth by the United States Department of Housing and Urban Development or HUD. They will need a solid understanding and working experience in all phases of grants management, including research, application, award, reporting, and administration.

Ideally, the candidate will possess experience and a working knowledge of Bitfocus Clarity Human Services Homeless Management Information System (HMIS) or a similar homelessness database in order to work closely with the BKRHC Data Analyst on CoC data needs. This includes familiarity with HUD mandated reporting that include the Longitudinal Systems Analysis (LSA) report, System Performance Measures (SPM) report, Annual Performance Report (APR), Housing Inventory Chart (HIC), and Point-in-Time (PIT) Count. The ideal candidate will preferably have experience in data analytics, including data scrubbing, analysis, visualization, reporting, and knowledge of software applications including Tableau or Power BI.

## Essential Job Duties and Responsibilities

- Provides visionary leadership to system level work, steer the organization and guide fundraising, strategic development, management and external partnerships.
- Responsible for planning, organization, and direction of the organization's operations and programs.
- Oversees and reports on the organization's results for the Executive Board.
- Identifies new resources to fund housing and services for homeless.
- Provides leadership to and manages the efforts of site staff to ensure appropriate support of all departments.
- Recruits, appoints and evaluates all staff, including salary administration to retain a diverse, highly qualified team.
- Supports and directs public relations activities to build and maintain relationships with other organizations and the public.
- Works towards the elimination of institutional racism and discrimination from systems that impact the ability to access and maintain housing.
- Develops and leads a shared communication strategy across agencies, educating the community on the challenge and solutions in a manner that clarifies how the public can be a part of the solutions.
- Develops and implements consistent inventory and cost accounting policies, procedures, and operational reporting/metrics.
- Authorizes contracts, approves grant agreements, and oversees the disbursement of funds.
- Provides leadership and technical expertise in community housing; coordinated entry; Homelessness Management Information System (HMIS); HUD Continuum of Care (CoC) funding.
- Approves major systems implementations related to cost and inventory control.
- Facilitates periodic audits and compliance activities for the organization.
- Establishes policies and procedures for the Continuum of Care.
- Performs other related duties as assigned and requested by the Executive Board.

## Required Skills/Abilities

- Strong supervisory and leadership skills with the ability to develop and communicate the organization's mission and vision.
- Excellent verbal and written communication skills.
- Ability to establish and maintain working relationships with government agencies, community leaders, and the public.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Ability to function well in a high-paced and at times, stressful environment.
- Proficient with Microsoft Office Suite, Tableau, or related software.

## Essential Position Requirements

- Has managed a for or nonprofit organization, with marketing, business planning, administration/office experience, in which the individual played a strong role in the organization's direction, with a minimum of two years in supervising/managing a staff with various disciplines.
- Participated in the budget development process, with responsibility for abiding by a budget. Financial experience sufficient to demonstrate proficiency in financial planning and accountability.
- Involvement in, or responsibility for, preparation of a strategic plan.
- Lead multiple teams effectively, successfully coordinating their efforts and interests on mutual projects.
- Possesses successful track record of properly influencing, motivating, and communicating with volunteers in a variety of venues.
- Demonstrates the ability to effectively speak in public and effectively convey their message.
- Possesses an understanding of governmental affairs and the legislative process.
- Possesses organizational and interpersonal skills that reflect an ability for strong public relations capability.
- Demonstrates ability to communicate effectively with individuals of diverse cultures and at various levels, i.e., business executives; federal, state and local political officials; and organizational staff.
- Possesses a well-established network of contacts.
- Has and demonstrates high ethical standards.
- Demonstrates creative thought processes necessary to establish an effective program of work, and solve problems that arise within a member-driven, volunteer-based organization.
- Has demonstrated the ability to work under a diverse governing body.
- Communicates well with elected officials.



## ● QUALIFICATIONS

### Education & Experience:

Bachelor's degree in public policy, public administration, or related field.

Five (5) years of progressively responsible experience in program administration of which two (2) years must be at the supervising and/or division management level; OR

An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Master's degree preferred.

## ● COMPENSATION AND BENEFITS

**The salary range for the Executive Director position is \$135,000 - \$175,000/annually.**

Agreed-upon salary will be dependent upon qualifications and experience. In addition, BKRHC provides an excellent benefits package, which includes vacation and sick leave accrual, floating and paid holidays, Medical/dental/vision benefits, & 401K.

## ● APPLICATION AND RECRUITMENT PROCESS

**This position is Open Until Filled.**

To be considered, please submit a resume, cover letter, and five work-related references (who will not be contacted in the early stages of the recruitment) to:  
<https://koffassociates.com/bkrhc-executive-director/>

Resumes should reflect years and months of positions held, as well as size of past organization(s).



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Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant. Koff & Associates will report the results to BKRHC. BKRHC will then select candidates to participate in panel interviews. Extensive reference and background checks will be completed on the selected candidate.

