



Executive Director Opportunity Profile



ABOUT LODI HOUSE

Overview

Lodi House is a private nonprofit organization established in 1999 with the goal of creating a secure, structured environment for homeless women and children. Since opening its doors, Lodi House has assisted hundreds of homeless women and children and provided them with shelter, meals, counseling, case management, financial accountability, work connections and relational support. Our goal remains steadfast to courageously empower women to live independent, healthy lives and pass that stability on to their children.

Mothers arriving at Lodi House are not merely rebuilding their lives by securing employment, acquiring life skills, saving money, and eventually securing housing. They often emerge from backgrounds entrenched in generational cycles of trauma, profoundly affecting both them and their children. Their journey involves a deliberate and gradual process of rebuilding relationships with their children and transforming their family dynamics from turmoil and survival to safety and healing by breaking old patterns. Lodi House is committed to providing current guests and alumni with relationships, accountability, and resources to empower them to create paths to self-sufficiency and end generational instability. Lodi House places a high value on fostering trusting relationships that serve as catalysts for healing. Through these relationships and honest accountability, families achieve long-term stability. Participants in the program engage in chore assignments, receive case management, attend weekly house meetings, and embrace community living.

Mission

We exist to provide compassionate support, counseling and shelter to homeless women and children, to empower them to live courageous, healthy, and independent lives.



OUR PROGRAMS

Lodi House serves women and children through our shelter program, transitional housing program, enrichment center and alumni services. We provide individual rooms for families, daily meals, and a trained staff to assist guests in achieving relational connections and a healthy home life. We also provide professional resumes, mock interviews, one-on-one case management, parent coaching, money management, and therapy. All services are free and made available to current guests and alumni. Our vision is to give women the opportunity to grow and evolve in their independence by providing graduated levels of support and accountability through each stage of their journey. We achieve this through three stages of Lodi House services: a six-month shelter program, a two-year supportive transitional housing program, and our lifelong alumni support network.

Free Services

- Housing
- Living essentials (food, clothing, personal necessities)
- Professional counseling
- Connecting to community resources and employment partners
- Individual goal setting
- Personal growth and mentorship with staff and volunteers

Client Expectations

- Remain free of drugs and alcohol
- Attend required program activities including case management, house meetings, and workshops
- Complete case plan assignments

- Follow all house rules, curfews, and daily chore commitments
- Be employed and working a minimum of 32 hours a week (a job is not required when applying)
- Save 85% to 95% of income, and a minimum of \$1000 during stay
- Be able to live and interact peaceably with other guests and staff

Thrift Boutique

Established in 2010, the Lodi House Thrift Boutique serves as both a revenue source to support Lodi House's programs and services and a hub for the numerous weekly donations received. Entirely stocked with community-donated items, the boutique's proceeds contribute to a portion of the shelter's operational budget. Additionally, Lodi House clients benefit from the store by obtaining essential clothing for work and school, along with household items and furniture to aid in establishing their own homes, all provided at no cost to them.

MEET OUR OUTGOING DIRECTOR



Shelby Young excels in fostering connections. Raised in Lodi, she exemplifies the value of forging relationships that enrich the community. After two summer internships with Lodi's community center and earning a BA in Communications, she spearheaded the revitalization, expansion, and renovation of Lodi's LOEL Senior Center. Subsequently, in 1999, community members enlisted her expertise to start Lodi's first women's shelter, Lodi House.

Driven by passion for ending cycles of trauma and empowering mothers to create achievable paths toward long-term stability, Shelby assumed the role of Executive Director at Lodi House in 2016. Her unwavering dedication lies in fostering meaningful connections, between individuals and resources, to facilitate healing and restoration for mothers and their children. Over the past eight years, under her leadership, Shelby has overseen the development of a trauma-informed staff, more than doubled our active donor base, instituted two annual fundraisers, eliminated all financial debt, renovated the Lodi House Shelter and Enrichment Center, rebranded the Lodi House Thrift Boutique, and expanded the organization's reach with the addition of two income-generating transitional housing properties, increasing housing units eightfold.

Shelby believes in the transformational power of relationships. She says, "Walking authentically in grace and truth with others through adversity changes lives."



POSITION OVERVIEW

Reporting to the Board of Directors, the Executive Director provides the leadership and management to implement Lodi House’s vision, to ensure that the organization has the proper operational controls, administrative and reporting procedures, and people systems in place, while ensuring financial health and operating efficiency to effectively fulfill its mission and achieve its strategic objectives. We are seeking an experienced and visionary leader who will be responsible for providing organizational leadership, strategic direction, managing operations, and driving the mission and vision of the organization. The Executive Director will be forward thinking, and actively seek opportunities that bring value to Lodi House. This role requires a strong understanding of nonprofit management, fundraising, and community engagement, as well as exceptional leadership and communication skills. The Executive Director will work closely with the board of directors, staff members, volunteers, and external stakeholders to ensure the organization's continued success and impact.

Direct Reports

- Business Director
- Shelter Program Manager
- Transitional Program Manager
- Thrift Boutique Director
- Guest Assistant
- House Manager

Primary Responsibilities

Strategic Leadership

- Develop and articulate the organization's strategic vision and goals in alignment with its mission.

- Collaborate with the board of directors to establish and execute long-term strategies.
- Evaluate the services being provided by Lodi House in relation to specified goals and standards and recommend modifications where appropriate.
- Provide leadership and guidance to staff members, fostering a culture of excellence, collaboration, and innovation.
- Monitor industry trends, policy changes, and emerging issues relevant to the organization's mission.

Operational Management

- Oversee day-to-day operations, ensuring efficient and effective use of resources.
- Handle chief administrative responsibilities for maintenance of regulatory requirements and reporting.
- Oversee staff responsibilities to ensure legal obligations of Lodi House are maintained.
- Develop and implement organizational policies, procedures, and systems to support effective operations.
- Manage and allocate budgets, ensuring fiscal responsibility and transparency. Oversee expenditures for budgeted expenses and purchase requests.
- Monitor program outcomes and evaluate the organization's overall performance.

Fundraising and Financial Management

- Lead fundraising efforts, including donor cultivation, grant writing, and stewardship.
- Develop and execute fundraising strategies to diversify revenue streams and ensure long-term financial sustainability.
- Build and maintain relationships with donors, corporate partners, and other stakeholders.
- Provide oversight of financial management, including budgeting, financial reporting, and compliance. Provide timely and accurate monthly reporting to the board.
- Direct all financial operations of Lodi House.





Community Engagement and Advocacy

- Effectively communicate the function and benefits of Lodi House in the community through direct involvement and public relations programs.
- Represent the organization and its mission to stakeholders, including donors, partners, government agencies, and the public.
- Foster positive relationships with community leaders, organizations, and volunteers.
- Advocate for the organization's mission and goals, raising awareness about key issues and mobilizing support.
- Collaborate with external partners and stakeholders to enhance the organization's impact and influence.

Governance and Board Relations

- Collaborate with the board of directors to set strategic priorities and ensure effective governance.
- Provide regular updates and reports to the board, facilitating informed decision-making.
- Develop and recommend to the Board of Directors specific written long and short range plans for the development of Lodi House programs.
- Maintain healthy relationship with the board and keep them informed. Interpret trends in the fields of service Lodi House is engaged by maintaining involvement in the professional field as a whole.
- Support board recruitment and development, fostering a diverse and engaged board.
- Act as a liaison between the board and staff, ensuring effective communication and collaboration.

Position Requirements

- Must possess a clear sense of calling to Lodi House’s mission of transformation with a proven track record as an effective organizational leader.
- Must have a strong work ethic, balanced with the habits of self-care, family relationships, and personal renewal.
- In agreement with, and able to exemplify the Lodi House Mission Statement, and possess the personal qualities of integrity, credibility, and commitment to the mission of the organization.
- Proven experience in nonprofit leadership and management.
- Proven track record implementing sound financial oversight including management of expenses and approved budgets.
- Four-year degree from an accredited college or university in a relevant field.
- Strong understanding of the nonprofit sector, including fundraising, governance, and program management.
- Demonstrated success in strategic planning, organizational development, and resource management.
- Excellent communication skills, both written and verbal, with the ability to inspire and engage diverse stakeholders.
- Track record of successful fundraising and donor cultivation.
- Ability to think creatively, problem-solve, and make sound decisions in complex situations.
- Strong leadership qualities, including the ability to motivate and empower staff and volunteers.
- Knowledge of relevant laws, regulations, and ethical standards in the nonprofit sector.
- Passion for and a commitment to social impact.





Location

Lodi is a city in California, situated in San Joaquin County and is known for its agricultural industry. The region's Mediterranean climate and fertile soil provide ideal conditions for vineyards. Apart from winemaking, Lodi is also known for producing a variety of crops, including cherries, walnuts, almonds, and olives. The Lodi Farmers Market is a great place to find fresh produce and local products.

Lodi's downtown area is a charming district with a historic ambiance. It features tree-lined streets, unique shops, art galleries, and restaurants. The area is perfect for leisurely strolls and offers a glimpse into the city's past.

Lodi is surrounded by beautiful natural landscapes, including the Sacramento-San Joaquin River Delta and the nearby Sierra Nevada Mountains. Outdoor enthusiasts can enjoy activities such as boating, fishing, hiking, and birdwatching in the nearby parks and waterways. Lodi hosts several annual festivals and events that attract visitors from around the region.



ANTICIPATED SEARCH TIMELINE

The Interview Committee anticipates interviewing the top Executive Director candidates in July 2024.

The Lodi House Board of Directors is charged with vetting candidates for this position with assistance from Jeff Davis of J. Davis & Associates. JDA will explore a broad network to suggest potential candidates. This thorough search will include consideration of many names and subsequent review of resumes. When appropriate, candidates will be asked to provide a thorough vocational history, respond to a questionnaire, and to have a video interview with Jeff Davis. Those holding the most promise will then be interviewed in person by the Interview Committee. Next, references and backgrounds will be checked, degrees verified, and an extensive candidate profile will be prepared for the committee. When a preferred candidate is identified, the candidate will participate in a final interview as well as meet with the Lodi House leadership team.

J. Davis & Associates is an executive search consulting firm devoted to serving clients in the nonprofit, church-missions, and educational sectors. Our client complies with all applicable laws pertaining to nondiscrimination on the basis of race, color, national origin, sex, age, disability, and any other applicable legally protected category.

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