



# BALTIMORE OUTREACH SERVICES, INC.

701 South Charles Street Baltimore, Maryland 21230

Office 410-752-7179 Shelter 410-752-1285 [www.baltimoreoutreach.org](http://www.baltimoreoutreach.org)

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### Executive Director

Karen Adkins, Ph.D.

Position Opening - January 26, 2021

## Executive Director

Baltimore Outreach Services Baltimore, Maryland

Education - Master's Degree preferred

Type - Full Time

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## Executive Director

The Executive Director reports to the Board of Directors and is responsible to fulfill the mission of Baltimore Outreach Services: to provide comprehensive services and programs to homeless women and their children. These services include emergency shelter, transitional housing, educational programming, health and mental health services, job training and employment counseling.

## Organization Overview

According to recent statistics, nearly 50% of Baltimore City residents live below 200% of the federal poverty line. This wide-spread poverty contributes greatly to the number of individuals experiencing hunger and homelessness on any given night. Historical data indicates that the overwhelming majority of these are single mothers with children. BOS is one of only three emergency shelter programs serving this population.

Located in an urban area in the heart of Baltimore City, Baltimore Outreach Services (BOS) is a 501(c)(3) non-profit corporation founded in 2002 to provide comprehensive services and programs to homeless and impoverished women and their children. These benefits include emergency shelter, transitional housing, permanent housing, educational assistance, health and mental health services, job training, and employment counseling.

BOS operates around the clock, 365 days each year. Our multi-faceted, service-intensive approach has achieved positive outcomes for 3,500 women and children. In addition to its 40-bed emergency shelter located in the basement of Christ Lutheran Church in Baltimore's Inner Harbor, BOS operates ten scattered site affordable rental homes and a program of outreach and support for prior residents of the shelter.

Our philosophy is to respect each shelter resident as we work to empower them to take responsibility for their lives. We offer resources and services designed to help them gain stable housing and to stop the cycle of homelessness by helping them to remain housed, independent and self-sufficient.

"Housing, Education and Jobs for Homeless Women and Their Children"

## Responsibilities

- Assure that the organization has a long-range strategy which achieves its mission, and toward which it makes consistent and timely progress.
- Provide leadership in developing program, organizational and financial plans with the Board of Directors and staff and carry out plans and policies authorized by the board.
- Spearhead and oversee the organization's fundraising strategy. Work with and advise the Director of Development to design and execute a plan of fundraising and grant writing.
- See that the Board of Directors is kept fully informed on the condition of the organization and all of the important factors influencing it.
- Be responsible for the recruitment, employment, and release of all personnel, both paid staff and volunteers.
- See that an effective management team, with appropriate provision for succession, is in place.
- Ascertain that the program goals for our significant programs are met – employment, culinary arts job training, after school homework help, emergency shelter and the supportive housing program.
- Maintain a climate that attracts, keeps, and motivates a diverse staff of top-quality people.
- Be responsible for developing and maintaining sound financial practices. Make sure that all donor income is deposited regularly and that all expenses are paid in a timely manner.
- Work with the staff, Finance Committee, and the Board of Directors in preparing a budget; see that the organization operates within budget guidelines.
- Ensure that adequate funds are available to permit the organization to carry out its work.
- Working with the Finance Committee and outside investment managers, ensure that investments are managed according to the investment plan. Review investment statements monthly and have the outside accountant update changes in QuickBooks.
- Arrange for a yearly audit with an outside accountant and make sure the 990, income tax statements and charity renewal are completed each year.
- Jointly, with the president and secretary of the Board of Directors, conduct official correspondence of the organization and execute legal documents.
- Hold a weekly team meeting with shelter management, case management, employment specialist, group Psychologist and Director of Development. Teachers and culinary arts instructor may also attend when appropriate. This weekly team meeting will be a forum to communicate, coordinate and refer clients to team members.
- Conduct regular staff supervision which includes discussion and problem solving with the Case Managers and Shelter Director concerning staffing, human resource and resident problems and utilization issues. Ensure that the grievance process happens according to the policy.

## **Qualifications**

- A Bachelor's Degree is required. A Master's Degree in Social Work, Human Services, Human Resource Development, or equivalent, is desirable and strongly preferred.
- At least five years of experience in a Non-Profit Management, or in Human Resource Management.
- A proven commitment to the mission of ending homelessness for women and their families.
- Ability to develop educational and social work programs for women and children
- Understanding of mental health, substance abuse, chronic poverty and cultural differences.

## **Fundraising Skill Requirements**

- Skills and willingness to broaden the base of donor support.
- Knowledge of and ability to build relationships with external organizations, governmental agencies critical to our mission.
- Expertise in grant and proposal writing.

## **Management Skill Requirements**

- Experience ensuring that programs are running well and meeting goals.
- Ability to lead an average of fifteen full and part-time employees.
- Finance and accounting skills to manage operations and meet external reporting requirements.
- Excellent communication skills, both oral and written.
- Organizational and time management skills.
- Ability to work with multiple stakeholders: clients, former clients, staff, volunteers, vendors, providers, officials, donors, board members, and the leadership and members of Christ Lutheran Church—our host and a key sponsor.
- Experience in managing multiple tasks in a rapid-paced environment.
- Passion to do this work, compassion for others, and a sense of humor.

Compensation: Salary is competitive and commensurate with experience. A generous package of benefits is included.

To apply, please email a copy of your resume and a cover letter detailing your interest in the position, to [bosed2021@gmail.com](mailto:bosed2021@gmail.com). Start date is June 1, 2021. Applications will be considered as they are received.