

Executive Director – GRACE House

Location: Grand Rapids, MN

Reports to: Board of Directors

Employment: Full-time, Exempt

About GRACE House

GRACE House is Itasca County's only homeless shelter, providing temporary housing and supportive services for individuals and families in need. We believe in offering Giving hospitality, Rest and renewal, Access to resources, Compassion, and Empowerment for the future.

Position Overview

The Executive Director provides overall leadership and management of GRACE House, ensuring mission-focused operations, fiscal accountability, and community impact. This role is responsible for program oversight, fundraising, grant management, staff supervision, and community partnerships.

Key Responsibilities

- Lead organizational operations, budget, and financial oversight
- Research, secure, and manage grant funding and fundraising efforts
- Hire, supervise, train, and evaluate staff; support professional development
- Maintain program compliance, reporting, and data tracking
- Representing GRACE House at community meetings, events, and partnerships
- Oversee volunteer recruitment and engagement
- Provide monthly updates to the Board and ensure clear communication across the organization

Qualifications

- Bachelor's degree **or** equivalent professional experience
- 5+ years of senior leadership experience, preferably in housing, social services, or nonprofit management
- Proven success in fundraising, grant writing, and financial management
- Strong communication, organizational, and leadership skills
- Experience working with diverse populations
- Valid driver's license, insurance, and ability to pass background checks
- CPR/First Aid certification (or ability to obtain within 3 months)

Why Join GRACE House?

- Lead a mission-driven organization making a direct impact in your community

- Collaborate with a dedicated team of staff, volunteers, and partners
- Guide strategic initiatives to address homelessness in Itasca County

How to Apply:

Please send your resume, cover letter, and three references to rjhsrc@gmail.com.

Applications will be reviewed on a rolling basis until the position is filled.