



The Haven Project Executive Director

Lynn, Massachusetts

Introduction

Youth homelessness comes in many forms.

The Haven Project is the only organization north of Boston dedicated exclusively to serving young adults ages 17–24 experiencing homelessness and housing instability. Founded in 2011, Haven provides age-appropriate, trauma-informed services that address both immediate needs and long-term stability.

Haven implements its mission through six integrated focus areas:

- Basic Needs
- Housing
- Employment
- Education
- Health
- Community Engagement

From a drop-in center offering safety and connection, to supportive housing, to a mission-driven social enterprise café providing workforce development, Haven has grown into a recognized regional leader in youth homelessness response.

With an operating budget exceeding \$2 million, joint venture ownership of 24 apartment units, a long-term lease of nine Single Room Occupancy (SRO) units, and Land of a Thousand Hills—our social enterprise—alongside strategic plans for expanded housing and regional growth, Haven stands at a pivotal moment.

The Board of Directors seeks a visionary, strategic, and relational Executive Director to guide the organization into its next phase of impact.

Mission

Equip and Empower Homeless or Imminently Homeless Young Adults with the Skills and Support They Need to be Safe and Self-Supporting

Vision

Our vision is for a healthy and thriving community where every young adult person has a home and access to opportunity.

A Pivotal Moment



Haven has evolved from a grassroots drop-in program into a multi-dimensional youth-serving organization.

Today, the organization operates:

- A youth drop-in center serving basic needs and connection
- Transitional and supportive housing initiatives
- A social enterprise café serving as a job-training site
- Case management and wraparound support services
- Community partnerships across housing, employment, education, and health systems

As Haven expands its housing portfolio and refines its social enterprise strategy, the organization requires visionary, steady, strategic leadership to:

- Position Haven as a leading voice in youth homelessness
- Deepen community partnerships
- Sustain a strong staff culture
- Expand revenue generation
- Strengthen operational systems

The next Executive Director will guide Haven through this evolution.

Position Overview

The Executive Director (ED) serves as Haven Project's chief executive and strategic partner to the Board of Directors.

The ED will:

- Shape and implement the organization's next strategic plan
 - Serve as Haven's primary ambassador and fundraiser
 - Ensure financial sustainability and operational excellence
 - Lead and support a mission-driven staff team, directly supervising senior leadership staff and overseeing a multidisciplinary team of more than 12 people
 - Oversee housing, program, and social enterprise growth
 - Strengthen Haven's regional leadership in youth homelessness
 - Have overall responsibility for the strategic, financial, and operational leadership of the organization
 - Report to the Board President and Board of Directors
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Primary Responsibilities

Visionary & Strategic Leadership

- Partner with the Board to lead multi-year strategic planning cycles.
- Maintain a working knowledge of research and trends in youth homelessness.
- Define organizational priorities aligned with youth homelessness trends and regional needs.
- Translate strategy into measurable annual operating plans.
- Establish key performance indicators and ensure systems exist to track progress.
- Increase Haven's visibility and Position Haven as a thought leader in youth homelessness and young adult services.

Governance & Board Partnership

- Serve as non-voting ex officio member of the Board.
- Partner with the Board Chair to develop annual board agendas and priorities.
- Provide timely and transparent reporting on programs, finances, and strategy.
- Support board development, engagement, and fundraising participation.
- Implement board-approved policies and advise on governance best practices.

Financial Health & Sustainability

- Lead development of the annual operating budget in partnership with finance leadership and the Board.
- Ensure accurate financial reporting, strong internal controls, and regulatory compliance.
- Oversee audits, grant compliance, and funder reporting.
- Monitor financial risks and opportunities.
- Develop diversified revenue strategies to support program growth.
- Ensure stewardship of housing assets, program facilities, and social enterprise operations.
- Ensure compliance with all federal, state, and local regulations, grant requirements, and nonprofit governance standards.

Resource Development

The ED serves as Haven's lead fundraiser.

Responsibilities include, in close partnership with the Development Director:

- Set overall fundraising strategy aligned with growth goals.
- Cultivate major donors, foundations, corporate partners, and public funders.
- Strengthen annual campaigns, events, and individual giving programs.
- Expand philanthropic reach to support housing expansion and program sustainability.
- Partner with the Board to strengthen its role in fundraising and stewardship.

Organizational Leadership & Culture



- Uphold Haven’s culture and values, fostering a mission-driven, trauma-informed, and equity-centered culture with mutual respect and teamwork, maximizing engagement and retention at every level.
- Lead and mentor staff across programs, housing, development, and operations with courage, integrity, and enthusiasm.
- Empower Staff to ensure efficient and effective operations to meet organizational goals.
- Ensure clarity of roles, expectations, and decision-making pathways.
- Promote staff development, accountability, and professional growth.
- Maintain strong communication across staff, volunteers, and Board.
- Utilize sound human resource practices, including maintaining an employee handbook, job descriptions, hiring practices, and annual performance appraisals.

Programs & Housing Oversight

- Ensure programs are aligned with mission and community needs.
- Identify and evaluate future expansion opportunities.
- Oversee housing initiatives, ensuring compliance with funding requirements and best practices.
- Monitor program outcomes and implement data-informed improvements.
- Strengthen partnerships with housing providers, municipalities, and social service agencies.
- Ensure safe, clean, and welcoming facilities for youth.

Social Enterprise Leadership

- Oversee the mission-aligned café and workforce development model.
- Develop strategies to improve profitability while maintaining program integrity.
- Evaluate earned revenue opportunities that support sustainability.
- Ensure operational excellence and financial discipline within the enterprise.

Policy, Advocacy & Community Leadership

- Represent Haven in regional coalitions and partnerships.
- Build relationships with local and state officials.
- Expand collaborative opportunities that advance youth stability.
- Elevate awareness of youth homelessness in the community.
- Position Haven as a collaborative, solutions-oriented leader.
- Serve as the public voice of Haven in regional conversations about youth homelessness, housing stability, and young adult opportunity.
- Build strategic alliances with housing developers, municipalities, philanthropic leaders, and nonprofit partners.

Ideal Candidate Profile



The ideal candidate will bring:

- 10+ years of progressive leadership experience in a mission-driven organization.
- Demonstrated success in organizational growth and development.
- Excellence in organizational management; demonstrated ability to coach, staff, manage, and develop high performance teams.
- Track record of setting and achieving strategic goals.
- Strong financial management, budgeting expertise, and business acumen.
- Proven fundraising and donor cultivation success.
- Experience in youth services, housing, social enterprise, or human services.
- Knowledge of nonprofit governance and board partnership.
- Strategic, data-informed decision-making ability.
- Exceptional communication and relationship-building skills; comfortable speaking publicly and advocating for Haven's mission.
- Strong community advocacy, building trust and partnership with civic, business, and volunteer leaders.
- Active involvement in the Lynn and North Shore communities, personally and professionally.
- Commitment to equity, inclusion, and trauma-informed practice.
- Spanish language fluency is a plus.
- Experience in overseeing the management of property and facilities is a plus.

Advanced degree preferred but not required with equivalent leadership experience. We recognize that no leader will embody every attribute and encourage values-driven leaders with a willingness to grow alongside the organization to apply.

Compensation & Work Environment

Full-time, salaried position. Some evenings and weekends required for community engagement and events. The Executive Director will be based from and work on site at Haven's Lynn, MA location.

Benefits include:

- Competitive salary commensurate with experience
- Paid vacation, holidays, and personal time
- Retirement plan with employer match

Physical requirements include ability to navigate stairs in facilities without elevator access as well as occasional physical activity when supporting programs or events.