

ROBERT SMITH

Interim Executive Director III

info@qwikresume.com | [LinkedIn Profile](#) | [Qwikresume.com](#)

A dedicated and motivated individual who can communicate well with all levels of the organization. A highly dynamic, self-motivated, skilled and qualified Assistant with a diverse knowledge of handling administrative, social media and marketing tasks.

EXPERIENCE

Interim Executive Director III

Maureen's Haven Homeless Outreach - AUGUST 2015 - 2020

- Maintains Maureens Haven (MH) mission to protect and empower the east end homeless; represents MH before members, funders and other organizations.
- Manages the day-to-day operations of MH.
- Manages recruitment, hiring and development of staff.
- Provides leadership, evaluates staff structure and makes recommendations to BOD.
- Maintains strong financial oversight; sets short-term financial objectives.
- Manages an effective public relations program and promotes MHs visibility within the main target audiences, including clients, shelter volunteers and the community at large by developing and maintaining relationships with key stakeholders.
- Builds and maintains relationships with donors - individual, foundation and corporate - and identifies/creates new avenues of fundraising.

Interim Executive Director

Delta Corporation - 2013 - 2015

- Supervised department directors, maintained a \$700,000 budget, developed programs to meet the needs of the community, coordinate communication .
- Fund raising coordination.
- Ensured that the four core Values of the YMCA were present in every program.
- Supervise, schedule, and train staff/volunteers in crisis intervention.
- Case management of clients with emphasis on goal setting and follow through.
- Managed and organized a locked facility to ensure a safe environment for clients.
- Facilitated support groups, counseled women and provided advocacy within the court system.



EDUCATION

- MSW - (Stony Brook School of Social Welfare - Stony Brook, NY)

SKILLS

Nonprofit Executive Management, Nonprofit Fund Development.