

Compassion Ministries

Job Position

To apply, send letter of interest, resume, list of references and writing sample to: Newdayconsulting@gmail.com. Only complete submissions will be considered.

Position: Executive Director

FLSA: Full Time, exempt or Part Time, exempt

Supervised: Board of Directors

Salary Range: \$50,000 - \$70,000*

Major Accountabilities:

The Executive Director is responsible for leading and directing the daily activities with the objective of maximizing efforts of all personnel in meeting the mission of the organization, including vested capital; establishing current and long-range objectives, plans and policies subject to the approval of the BOD; and representing the organization with its clients, the financial community, and the public.

Role Summary:

Assures processes, systems and human resources are in place to support growth and to meet short- and long-term goals of Compassion Ministries by providing general management and direct services in the various areas of the organization, including, but not limited to: Administration, Finance, Facilities, Client Services, and Public Relations.

Detailed Outcomes:

Administration

- Works with BOD to determine policies and procedures for daily operations of a shelter for homeless
- Reports to BOD monthly with written documents, reports and financial statements
- Responsible for systematic review and update of corporate records.
- Supervises all staff

Finance

- Works with finance to oversee expenditures, grant commitments and budget preparation.
- Works with the BOD on fundraising activities such as: grant writing, annual or semi-annual fundraising events, and solicitation of personal and corporation giving.

Facilities

- Develops and implements an ongoing maintenance plan, including resources development to implement the plan
- Schedules and oversees projects and expenditures

Client Services

- Oversees or may direct programs such as: substance abuse, literacy/GED, assistance items, counseling and or treatment, job training and employment, spiritual formation and others as identified and needed.

Public relations

- Creates a favorable, visible image in the community through social media, newsletters, correspondence, interagency networking and other outlets when identified.

Other Duties

- Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Knowledge, Capabilities and Experience:

- BA/BS degree, Master's preferred
- Experience in a leadership position in a non-profit organization or for-profit company, 10 years preferred
- Prepared and managed a budget of at least \$500,000
- Manage organizational assets of at least \$1,000,000
- Hiring, training and termination authority over a staff of a least 5 exempt and non-exempt personnel
- Demonstrated successful fund raising in the areas of grant writing, events, solicitations of personal and corporate contributions
- Knowledgeable in the areas of public relations and use of social media to promote an organization.
- Excellent communication skills at all levels
- Strong public speaking skills with press, other outside agencies, and in promotion situation with enthusiasm and a clear articulate voice. Must have the ability to go off script in a Q&A situation.
- Demonstrated ability to discern situations and have timely decision-making abilities
- Successful management of employees to achieve organization goals
- Skills in organizational planning and implementation of plans
- Uses personal integrity in guiding all thoughts and actions
- Ability to inspire followers: staff and volunteers

Working Conditions

- Normal indoor office working conditions
- Flexible schedule
- Must be available for weekends, evenings, nights, when need.

*Position could be either full-time or part-time depending on the candidate. Salary would be scaled depending on whether the position is full or part-time.

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