

MISSION OF YAHWEH

EXECUTIVE DIRECTOR JOB DESCRIPTION

General Description: The Executive Director is the Chief Executive Officer of the Mission of Yahweh. The Executive Director reports to the Board of Directors and is responsible for the organization's consistent achievement of its mission and financial objectives.

Functional Responsibilities:

Program Development and Implementation: The Executive Director works closely with the Board of Directors to:

- Assure that the organization has a long-range strategy which achieves its mission, and toward which it makes consistent and timely progress.
- Prepare an annual strategic plan based on the results of the Annual Strategic Planning Retreat.
- Develop and implement program components to achieve the elements of the annual strategic plan.
- Attend Board of Director meetings, and serve as the primary communicator between the Board and the Staff.
- Provide regular reports to the Board of Directors, keeping them fully informed on the condition of the organization and all important factors influencing it, including financial, operations, administration and other key areas of concern to the Board.

External Relations: The Executive Director spends most of his/her time externally focused on behalf of the Mission to:

- Communicate the vision, goals and strategies of the organization to current and potential donors (including business, civic and church groups, foundations and individuals), seeking their financial and volunteer support.
- Work closely with the Board of Directors to develop and implement the Mission's marketing plan, incorporating all potential sources of funding.
- Develop and maintain strong cooperative relationships with other social service organizations, community groups and government agencies.
- Maintain a working knowledge of significant developments and trends in the field of serving the homeless and be proactive in implementing new programs at the Mission.

Staff Leadership: The Executive Director serves as the organization's head of staff to:

- Communicate the organization's vision, goals and strategies to all personnel (both paid staff and volunteers).
- Foster a strong and positive sense of unity and teamwork among the staff and volunteers, valuing accountability and collaboration.
- Recommend to the Board of Directors the recruitment, employment and termination of all paid staff and their salary/wage adjustments.
- Maintain a climate which attracts, keeps and motivates a staff of top quality people and employs sound human resource practices.
- Ensure that current staff job descriptions are maintained, that short-term goals are set and that regular performance evaluations are held.

Operations Coordination: Through delegation to the appropriate staff and volunteers, the Executive Director provides oversight and coordination, ensuring proper functioning, to the Mission's:

- Shelter operations
- Women's services
- Children's services
- Spiritual services
- Volunteer coordination
- Facilities maintenance
- Resale shop operations

Administration: The Executive Director works closely with the administrative staff to:

- Ensure that the organization is in compliance with all internal and external rules, regulations and policies, including those of government agencies at all levels.
- Prepare requests for funding grants from private and government sources; monitor and report compliance progress from grants received.
- Ensure the proper functioning of all organizational programs, particularly the consistent implementation of personnel policies and budgets.
- Maintain all official records and documents for the organization, ensuring full compliance with all federal, state and local regulations.

Budget and Finance: The Executive Director:

- Works closely with the staff and Board of Directors to develop an approved annual budget.
- Takes primary responsibility for implementing the Mission's marketing plan and achieving the annual budget's revenue goals.
- Monitors all areas of the organization's operations to ensure sound financial practices and tight spending controls.
- Provides regular financial reports to the Board of Directors, summarizing actual vs. budget progress and areas of concern.
- Ensures that all financial transactions (receipts, payments, payroll, etc.) and the annual audit are conducted in accordance with standard accounting principles.

Qualifications: Minimum qualifications for the individual serving in the Executive Director position are:

- Undergraduate degree, preferably in Business Administration with emphasis in administration of non-profit or social service organizations.
- Minimum of five years experience as upper level management in a non-profit social service organization.
- Comprehensive knowledge of business and organizational procedures, management principles and techniques.
- Extensive experience with successful fund raising for a non-profit organization, including public speaking to groups and individuals.
- Proven experience building and leading employee and volunteer teams to encourage their best performance for the organization.
- Demonstrated ability to prepare budgets and manage proper fiscal responsibility.