

Executive Director- New Directions Ministry

Position Description

- I. New Directions Ministry:** New Directions transitions prisoners from incarceration to independence in a Christ-Centered environment under the direction and with the support of fellow believers. New Directions is a non-denominational ministry.

New Directions, is engaged in this work because of our love for our fellow man. With the present prison population increasing at a rate of more than ten times that of the general population, and the fact that more than 10,000,000 people in the United States will be processed at some juncture of the criminal justice system during this calendar year, it is quite evident that the problem not only exists, but also is compounding. Thus, the need for this ministry is tremendous.

II. ORGANIZATIONAL RELATIONSHIP(S)

The Executive Director is responsible to the Board of Directors and works closely with the Board President.

III. PRINCIPAL RESPONSIBILITY:

The Executive Director is the staff person held ultimately responsible for the overall administration, financial management and fund raising, program development, personnel administration, community/public relations, and Board relations.

IV. KEY RESPONSIBILITIES

The Executive Director will be responsible for the following:

Mission & Program:

- Thoroughly understands New Directions and its mission and policies, culture, values, history, key stakeholders, programs, finances, and strategic plan;
- Ensures that appropriate programs and services are provided in the service area consistent with community or identified needs and the organizational mission;
- Maintains a depth of understanding of program history, current program successes and potential for future innovations;
- Stays abreast of philanthropic, economic, and social and community trends related to the mission; ensure that staff and board are informed of changes in trends and initiatives that might impact the organization;

Board Development:

- Makes opportunities for board training available and known to board members, and encourages attendance.
- Promotes and facilitates active participation by board members and supports effective board functions. Ensures committees have the information and support necessary to fulfill objectives.

Fundraising:

- Oversees and expands fundraising activities including individual giving, foundation grant support and foundation relationships, corporate participation and special fundraising events;

- Oversees implementation of a strategic plan to generate revenue through various fundraising efforts. Oversees planning and implementation of special events. Identifies, cultivates and solicits donors in collaboration with board members.
- Is accountable for compliance with all grant making entities and adherence to grant stipulations.

Human Resources:

- Directs the placement of human resources to facilitate accomplishment of New Directions' goals and objectives through effective recruiting, hiring, evaluation and feedback, training, developing, coaching, counseling and mentoring strategies. Ensures that employment and termination decisions are made on a timely basis consistent with all appropriate principles of human resources management;
- Establishes and maintains working relationships with staff, volunteers, individual donors, and corporate executives;
- Establishes and maintains effective relationships and/or networks with professional and social service organizations, funders/donors, providers, governmental entities, corporations and other voluntary agencies.
- Ensures maintenance and periodic board review of Human Resource Policy. Maintains all records and appropriate documentation regarding Human Resource management.

Public Awareness & Accountability:

- Conforms with and abides by all regulations, policies, work procedures, and instructions;
- Increases visibility of programs and services and maintains good public relations in collaboration with personnel and board members.
- Provide oversight to staff and volunteers with marketing responsibilities.
- Implements a marketing plan to increase visibility, publicity and education of the community through a variety of methods.

Financial Management:

- Ensures and periodically review financial policy and procedure.
- Facilitates completion of the IRS Form 990.
- On at least a quarterly basis, ensures the production and distribution of accurate financial statements for board review.
- Adheres to established financial controls and enforces adherence throughout the organization.
- Work collaboratively with the Finance Committee to support their oversight of financial matters.
- Operate within a board approved budget.

Technology:

- Creates and execute plans for maintaining and updating existing technology and resources. Acquires and allocates funds for technology resources.

V. PERSONAL CHARACTERISTICS

The Executive Director must be:

- Someone committed to and enthusiastic about the mission of New Directions;
- A strategist who is adept at planning, prioritizing, organizing and following through;
- A superior communicator;

- An individual with credibility, good judgment, honesty, integrity, and the ability to motivate others in a similar vein;
- One who shares information readily, listens as well as gives advice and respects the abilities of others;
- A person who presents a high degree of maturity, self-confidence, flexibility and caring and;
- Must be a person of the Christian faith.

VI. CRITICAL COMPETENCIES FOR SUCCESS:

- Organization and Mission Focus - Looking across the organization for opportunities to apply ideas that expand New Directions' influence and impact. Role modeling New Directions' values.
- Program Acumen – Develops a depth of understanding of New Directions program history, current program successes and potential for future innovations. The ideal candidate will have a knowledge of prison ministry.
- Financial Management – oversees the fiscal soundness of the organization, competent in reading and comprehending financial statements and budget development.
- Relationship Development – Possesses the capacity to identify, observe and contribute to management and staff development; ability to model appropriate words and actions; ability to gain credibility and build relationships across functions and cross-culturally, among multiple constituencies.
- Thought Leadership - Demonstrate innovation, intention, and quality of contribution to program, advocacy, training and research activities. Intellectual curiosity and a learning orientation for her/himself and the organization.
- Communications – Possess ability to articulate, persuade, engage, and listen effectively. Ability to use different methods of communication appropriately. Skilled at delivering strong and compelling presentations.
- Competency in the use of office technology including Quickbooks or a similar financial management tool

VII. IDEAL EXPERIENCE

The ideal candidate will have the following experience and qualifications:

- Bachelor's degree highly preferred.
- Demonstrated experience in working effectively with a Board of Directors.
- Leadership and strategic qualities to develop and manage staff and to direct day-to-day activities and operations;
- Supervisory experience required;
- Demonstrated fiscal management, budgeting and fund raising experience.
- An organized and strategic approach to fundraising with experience in managing, developing and coordinating successful fundraising efforts;
- Demonstrated experience in effective communications in the community and the public.
- Demonstrated success in the cultivation, solicitation and stewardship of foundation and corporate donors;
- Knowledgeable of the legislative/ advocacy process.
- Familiarity with volunteer organizations.
- Proven ability to recruit, train, counsel, motivate and lead.
- Some experience in teaching

- An effective communicator who is articulate and persuasive in written and verbal communications; adept at crafting proposals, donor correspondence and other kinds of materials and making presentations to a variety of audiences;
- Strong interpersonal skills.
- Demonstrated ability in building partnerships, coalitions, individual relationships; ability to bring together diverse segments of the community to work together for a common goal.
- Demonstrated understanding and appreciation for the use of technology and information systems in increasing organizational effectiveness.

II. PHYSICAL REQUIREMENTS

- Ability to travel independently in the community to attend various meetings with other nonprofit personnel and public.
- Ability to converse verbally and in writing with others regarding ministry services.

III. COMPENSATION

- Compensation commensurate with experience and record of successful achievement
- Health benefit package
- Two weeks vacation

Salary range- \$40,000-\$55,000.00