

GRACE FOR 2 BROTHERS FOUNDATION

Job Posting – August 2020 EXECUTIVE DIRECTOR

The Executive Director is the key management leader for the Grace For 2 Brothers Foundation (GF2B). The Executive Director is responsible for overseeing the administration, programs and strategic plan of the organization. Other key duties include fundraising, marketing, and community outreach. The position reports directly to the Foundation's Board of Directors.

GENERAL RESPONSIBILITIES:

1) Board Governance: Works with Board in order to fulfill the organization mission.

- Responsible for leading GF2B in a manner that supports and guides the organization's mission as defined by the Board of Directors.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

2) Financial Performance and Viability: Develops resources sufficient to ensure the financial health of the organization.

- Responsible for the fiscal integrity of GF2B to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
- Responsible for fundraising and developing other resources necessary to support GF2B's mission to include grant writing and reporting.

3) Organization Mission and Strategy: Works with the Board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.

- Responsible for overseeing implementation and management of the Foundation's programs; ensuring they align with the organization's mission.
- Responsible for working with the Board to develop the vision and strategic priorities for the organization; develops and implements an annual plan for meeting these priorities.
- Responsible for the enhancement of GF2B's image by being active and visible in the community and by working closely with other professional, civic and private organizations.

4) Organization Operations. Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.

- Responsible for the effective administration of GF2B's operations.
- Responsible for the hiring and retention of competent, qualified staff.
- Responsible for marketing and implementation of the Foundation's public relations strategy to include the website and other social media.

Professional Qualifications:

- Master's degree (equivalent experience may be considered).
- Transparent and high integrity leadership.
- Three or more years of senior nonprofit management experience.
- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting.
- Strong organizational abilities including planning, delegating, program development and task facilitation.
- Ability to convey a vision of GF2B's strategic future to staff, Board, volunteers and donors.
- Knowledge of fundraising strategies and donor relations unique to nonprofit sector.
- Skills to collaborate with and motivate Board members and other volunteers.
- Strong written and oral communication skills.
- Ability to interface and engage diverse volunteer and donor groups.
- Demonstrated ability to oversee and collaborate with staff.
- Strong public speaking ability.

Physical / Mental Demands:

The physical demands and work environment characteristics described herein are representative of those that must be met by an employee to perform the essential functions required of the position. Reasonable accommodations may be made that will enable individuals to perform the essential functions.

The essential functions require that an employee be able to maintain appropriate confidentiality with regard to employee data, documents, issues, etc., and respect the privacy needs of employees, past employees and members of the public that may be encountered during the normal course of performing the duties of the position.

The ability to comply with highly inflexible deadlines is required to successfully perform the essential functions of this position.

The essential duties of this position will require the employee to frequently move around the office space as well as within hallways and meeting rooms.

There may be multiple / daily instances of prolonged use of a personal computer which would include keyboard and / or mouse usage as well as the viewing of a computer monitor.

The employee must be able to frequently lift and / or move up to 10 pounds and occasionally lift and / or move up to fifteen pounds to perform the required essential functions.

Specific vision abilities required for this position include close vision, distance vision and the ability to adjust focus.

An employee assigned to this position must have the ability to safely operate a motor vehicle and a demonstrated record of safe driving. In addition, the employee must have a valid driver's license and proof of insurance.

NOTE: This position description is a general description; it is not intended as an employment contract, nor is it intended to describe all duties someone in this position may perform. The employee is expected to perform other tasks as assigned by the Board regardless of job title or routine job duties.

This position is an Exempt, full-time position. The Compensation package provided will be commensurate with experience and other qualifications.

Position open until filled. Submit cover letter and resume to:
hr@TheAlignTeam.org

Grace for 2 Brothers Foundation has contracted with Align to provide Executive Director search services. For questions about this position, use the email address above.