



## **EXECUTIVE DIRECTOR JOB DESCRIPTION**

Saint Child, a Christian-based non-profit seeks a full-time, passionate, experienced and organized Executive Director. The ideal candidate has a social work background with a minimum of a BS or BA degree, a proven record of team leadership and supporting staff in stressful and crisis situations, public speaking experience, and possesses the ability to meet the varying and often demanding needs of the House ranging from intake interviews, residential care back-up, and crisis intervention to staff supervisor, volunteer coordinator and media contact. A robust working knowledge of providing trauma informed, strengths based services as well as a thorough understating of positive youth development is required. Experience in development work or fund-raising for a non-profit is also required.

### **Duties**

*The Executive Director will:*

- Manage and administrate the Saint Child home
- Inform the Board of Directors of operations
- Attend meetings of the Committees of the Board and the Board meetings, and serve as a member of the board of directors, and assist the Chair in development of meeting agendas and the Board Treasurer in presentation of monthly financial reports.
- Enforce the philosophy, policies, and procedures of Saint Child
- Oversee the financial record keeping
- Coordinate with staff opportunities for training, retreats and other activities beneficial to the staff in their relationship to Saint Child
- Coordinate with state officials in order to meet state standards
- Supervise and support all staff
- Oversee all outreach contacts, materials, and correspondence



- Develop and maintain relationships with strategic community partners
- Promote positive relations with the media and social networks. Oversee the production of a newsletter. Represent Saint Child at community meetings of similar organizations and churches.
- Be knowledgeable in crisis intervention techniques. Be familiar with community resources for counseling. Report and/or follow up on all abuse situations.
- Evaluate all programs used by Saint Child
- Hold staff meetings at regular intervals
- Prepare an annual budget for presentation to the Board; keep Board advised on financial needs, supervise purchasing and operation within the budget established
- Lead and supervise the production of fundraising events. Actively participate and advise the Board in the development and execution of an overall fund-raising strategy.
- Lead efforts to raise funds from churches, businesses, individuals, or civic organizations and through special events.
- Coordinate the writing of grants, either personally or through working with a volunteer or consultant when necessary.
- Screen and hire potential staff members
- Assure proper staff coverage at all times
- Conduct personally or facilitate required periodic staff evaluations
- Assure that all record keeping (case, statistical, administrative) meets Saint Child and/or state licensing requirements
- Coordinate professional consultation so as to assure that services provided are consistent with agency, licensing, and professional standards
- Review and recommend to the Board the special requests related to resident and staff needs



## **Qualifications**

*The Executive Director will:*

- Sign our Statement of Faith & Mission Statement
- Be a person of demonstrated integrity, maturity, and sound judgment, capable of establishing and maintaining a sound administrative structure
- Be a person of proven leadership in both the executive and spiritual arenas; capable of guiding others
- Have at least one year of professional training and experience in social work and skill in administration and management. Have experience in fund-raising and development work for a non-profit, preferably a faith-based non-profit.
- Have an understanding of the impacts of the various forms of abuse commonly experienced by the young women served at Saint Child, including child abuse and neglect, domestic violence, sexual violence, human trafficking, and spiritual abuse.
- Have a deep understanding of the challenges abuse survivors experience during pregnancy as well as the increased vulnerability and challenges of being a young, unsupported parent
- Have a working knowledge of various parenting choices, ranging from single parenthood to various adoptions options
- Have the ability to distinguish between the work they are equipped to undertake and that which must be done by professional-educated specialists
- Have the managerial skills needed to take full charge of Saint Child and to make regular reports to the Board on all phases of its operation