

Executive Director

General Position Description

The Executive Director is responsible for the organization's overall management, including program development, resource allocation, and business operations. The Director establishes clear goals and direction for the organization, inspires and leads a diverse team of professionals, advises and informs the board of directors, and champions the organization's vision, goals, and values.

This Position Reports to

- Opulent Life Church Pastor

Key Responsibilities

- Lead the strategic operation and administration of the organization. Oversee development, implementation, quality, measurement, and promotion of programs, products and services.
- Serve as spokesperson for the organization and promote its mission, programs, and values. Establish and build strong cooperative relationships with community groups, donors, volunteers, clients, government officials, and the press.
- Lead and inspire staff to accomplish the goals of the organization and understand and fully embrace the mission and values. Ensure an engaging climate which attracts, motivates, and supports a talented, diverse staff to effectively execute programs.
- Ensure adequate funds from diverse, ongoing revenue streams to sustain and further the organization's mission and programs. Spearhead fundraising efforts, including motivating staff, board, and volunteers to embrace and support fundraising goals and efforts.
- Build strong relationships with the Board of Directors and advise the board in governance best practices, responsibilities, board composition, risk management, finance, legal, and fundraising. Update the board on programs and funding and communicate any issues with potential to effect the organization and its mission.
- Lead the development, implementation, and periodic assessment of a strategic plan including goals, objectives, and timelines.
- Direct staff, finance committee, and board in budget preparation, effectively manage resources within budget guidelines.
- Ensure the organization is compliant with relevant nonprofit regulations and is transparent and accurate in all its records and documents.

- Implement and maintain best practices for planning, programs, fundraising, finance, risk management, and HR.
- Stay current in developments and trends in the nonprofit sector and issues relevant to the mission and make recommendations as appropriate.

Additional Knowledge, Skills, and Experience Required

- Dedication and commitment to the organization's mission and values.
- Minimum ten years progressive experience in nonprofit management at a leadership level.
- Broad experience in planning, budgeting, managing, and working with a board of directors.
- Extensive experience in fundraising including planning, prospect development, donor stewardship, and grants.
- Demonstrated ability to build donor and community relationships.
- Leadership experience in strategic planning.
- Solid knowledge of nonprofit accounting principles and financial procedures.
- Exceptional interpersonal, verbal and written communication skills, including public speaking.
- Outstanding leadership, networking, and motivational skills.
- Must be an innovative, strategic thinker with initiative and passion.

Educational Requirements

- Bachelor's degree
- Graduate degree preferred

Physical Requirements

- Must be able to lift and carry up to 50 lbs
- Must be able to talk, listen, and speak clearly on the telephone