



Executive Director Job Description

Reports to:	Board of Directors	Last Updated:	January 27, 2021
Supervises:	N/A		

JOB SUMMARY:

Responsible for overall vision, direction and leadership for The Drawer in its efforts to provide warmth and dignity to those in need. Manage programs and related activities including program development, staff direction (future), volunteer management, and community relations. Maintain sound fiscal management and develop fundraising capacity.

PERFORMANCE DIMENSIONS & KEY PERFORMANCE INDICATORS (KPI)

Specific KPI's Critical to the Success of Position:

1. Program effectiveness and growth
2. Fundraising
3. Financial oversight
4. Strategic planning

Title: Executive Director

FLSA: Exempt

ESSENTIAL FUNCTIONS:

1. Program Management
 - a. Manage The Drawer's programming according to its mission and values. Foster and oversee planning, implementation and operations of new and existing programs.
 - b. Evaluate new and existing programs for effectiveness making changes as necessary. Create and monitor outcome-based performance measurements on all programs and support areas.
 - c. Recruit and organize volunteers to accomplish program objectives.
 - d. Develop and maintain strategic relationships and community partners.
2. Staff Supervision and Development
 - a. Recruit, select, train, mentor and supervise program staff.
 - b. Build and maintain an effective team.
 - c. Monitor staff work plans and goal attainment.
3. Community Visibility and Leadership
 - a. Serve as the public face of The Drawer promoting the mission and values of the organization as well as fulfilling programming and fundraising objectives.
 - b. Lead marketing efforts creating visibility and awareness of The Drawer's mission while reaching out to potential donors.
4. Public Relations
 - a. Represent the organization to the community, governmental bodies, funding sources, network of religious organizations, and other agencies.
 - b. Oversee media relations.
 - c. Participate in community coalitions to promote The Drawer network.

5. Fiscal Management
 - a. Work with staff and Board to develop annual budget and programming objectives.
 - b. Monitor cash flow and maintain operations within budget parameters.
 - c. Actively participate with funding sources to maintain and grow annual revenue.

6. Fundraising
 - a. Direct and oversee all fundraising activities including special events, individual and major gifts, corporate, government and foundation giving. Examine new sources of funding.
 - b. Establish positive relationships with individual and institutional funding sources.
 - c. Oversee completion of reports for various grants and contracts.

7. Board Leadership
 - a. Establish and maintain positive working relations with Board members.
 - b. Work with the Board on establishing goals, strategic visioning, policy framework and other critical issues.
 - c. Keep Board apprised of all operational, funding and budget issues.

NON ESSENTIAL FUNCTIONS:

1. Other duties as assigned by Board

QUALIFICATIONS:

Minimum Qualifications	<ul style="list-style-type: none"> ● 2 years leadership position in a non-profit organization ● Working knowledge of Microsoft Office and Google Suite. ● Excellent written and verbal communication skills ● Analytical knowledge and problem solving skills ● Highly organized and able to work independently ● Commitment to The Drawer's mission
Preferred Qualifications	<ul style="list-style-type: none"> ● Masters in business or non-profit management ● Fundraising and donor relations experience ● Entrepreneurial skills to lead a young, growing organization ● Experience in managing volunteers

ENVIRONMENT and COGNITIVE / PHYSICAL DEMANDS

<ul style="list-style-type: none"> ● Solid math and analytical skills ● Effective verbal and written communication skills including use of phone, computer, public speaking, listening ● Computer literacy ● Problem solve ● Plan and prioritize 	<ul style="list-style-type: none"> ● Ability to take conceptual issues and transform into visual media such as brochures, print articles, website material. ● Ability to drive or transport self to multiple locations
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------