

Wesley Chapel Mission Center
wcmcotr.org

Executive Director

Wesley Chapel Mission Center (WCMC) is accepting applications for the position of Executive Director.

Job Description and Requirements

The Executive Director (ED) of Wesley Chapel Mission Center is responsible for the leadership and management of WCMC. A key component of the position is possessing a passion for children and families in the urban core. This person is accountable for programs and organizational capabilities and, along with the Board of Directors of WCMC, is responsible for ensuring that WCMC advances and upholds the vision and mission statements of the organization.

Mission Statement:

We minister to our Over-the-Rhine children and families by demonstrating God's unconditional love, nurturing personal relationships with Jesus Christ, providing educational programs, guiding social and moral development , and collaborating within the community.

Vision Statement:

Wesley Chapel Mission Center is a guiding light and trusted, loving safe haven that empowers children and families in Over-the-Rhine to demonstrate Christ-like decisions and behaviors that transform the community.

The Executive Director:

Management

- Brings overall leadership to the organization.
- Sets the direction of the organization in conjunction with the Board of Directors by, among other tasks, developing and revising a Strategic Plan.
- Has overall supervisory/decision-making responsibility for all staff, including hiring, development, performance evaluation, corresponding compensation adjustments and termination of employment.
- Fosters a caring work environment in which the staff are empowered and mentored to do their best work and are treated as respected members of the WCMC family.
- Delegates responsibilities while taking a team-oriented approach with the staff.
- Coordinates the development, maintenance and execution of staff retention, recognition and succession plans.
- Enables a volunteer program that (1) identifies sources of potential volunteers, (2) actively recruits volunteers, (3) effectively plans for maximum usage of volunteer time and (4)

ensures volunteers feel part of the WCMC community.

Fundraising/Development

- Has overall responsibility for the development and fundraising endeavors of WCMC.
- Works with the Development Committee of the Board of Directors to plan, implement and expand fundraising activities with individual donors, businesses and faith-based organizations and through grants.
- Identifies potential donors and develops relationships to enhance the funding base of the organization.
- Ensures that donor acknowledgement and appreciation policies are established and carried out.

Community/Public Relations

- Serves as the overall public spokesperson for the organization.
- Is responsible for establishing and ensuring WCMC's credibility in the Over-the-Rhine community, the city and beyond.
- Partners and communicates with schools near WCMC that serve as the source of children and youth for its programs.

Fiscal Management

- Has overall responsibility for ensuring the fiscal integrity of the WCMC program - both short and long-term.
- Works diligently to meet the WCMC budget that has been developed by the Finance Committee of the Board of Directors.
- Works with the Finance Committee to ensure WCMC is run in a fiscally responsible manner.

Board Relations

- Is an employee at-will of the Board of Directors.
- Is an ex-officio member of the Board of Directors and Executive Committee and is a member of all standing committees. The ED is expected to attend all board meetings and committee meetings.
- Is responsible for ensuring that WCMC receives appropriate support, guidance, and supervision from its Board of Directors and that the relationship between the Executive Director and the Board of Directors is nurtured and strengthened.
- Works with the Board of Directors as a team for the benefit of WCMC. The ED is responsible for implementing policies established by the Board of Directors.

Long-Range Planning

- Works with the Board of Directors to ensure that WCMC plans for its future growth in accordance with its vision and mission statements.
- Reviews, updates and executes the Strategic Plan which is the foundation of our future.
- Ensures that the Strategic Plan is revised or rewritten every 3 to 5 years.

DESIRED QUALIFICATIONS

- Actively participates as a Christian in an intentional Christian community, preferably as a United Methodist.
- Is a successful fundraiser with diverse fundraising strategies and donor relations initiatives.
- Experience working with children, particularly of the urban core and preferably in an educational setting.
- Multiple years employed in the nonprofit sector.
- Bachelor's degree required, Master's degree preferred.
- Demonstrates leadership skills, with experience in leading and managing.
- Displays a collaborative leadership style with excellent communication and listening skills.
- Can create and articulate a compelling vision; has the ability to share the vision, ignite passion in key stakeholders, and enroll staff & stakeholders in supporting WCMC's mission and work.
- Displays a passion for children and youth through caring and nurturing skills, especially at risk youth and children.
- Skilled in the use of office software including spreadsheets and word processing. Is able to leverage technology to maximize business efficiencies.

To apply for this position:

Please email resume and cover letter, along with salary expectations/requirements to wcmcexecutivedirectorsearch@gmail.com by August 15, 2020. Position is open until filled, with a desired (but flexible) start date of November 1, 2020.