**Hope’s Closet**

**Executive Director**

The Executive Director is responsible for day-to-day management of the organization and reports to the elected Board of Directors. They understand that the position is a very important, highly visible position. They lead the organization in partnership with the board and the staff, striving to achieve the overall strategic and operational goals identified in our mission. The Executive Director must be thoroughly committed to the organization’s nonprofit mission and its foundation as a faith-based organization.

**Key Qualifications**

* Excellence in organizational management and detail oriented.
* Highly articulate, confident communicator, who inspires engagement.
* Forward-looking, strategic thinker with a high level of business acumen.

# **Responsibilities:**

* Lead the organization through effective program development and maintenance, community outreach, and staff management.
* Engage with all stakeholders in strategic planning development and execution.
* Maintain a working knowledge of significant developments in the trends in area nonprofits.
* Maintain official records and documentation to ensure compliance with state requirements for contractual agreements.
* Establish and maintain trusting working relationships with community partners.
* Develop and maintain sound financial practices in accordance with laws, regulations, agency partnership agreements, and Board-approved policies.

# **Leadership & Management:**

* Ensure ongoing program excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems; recommend timelines and resources needed to achieve the strategic goals.
* Actively engage and energize volunteers, event committees, partnering organizations, and funders.
* Support, engage, and effectively communicate with the Board of Directors.
* Hire, lead, coach, develop, and retain talented staff members.
* Maintain a professional, positive workplace culture.
* Accurately track progression in and regularly evaluate program components. Additionally, communicate such progress to the board, volunteers, funders, and other constituents regularly.

# **Fundraising & Communications:**

* Develop and maintain revenue-generating and fundraising activities to support existing program operations and grow new programs.
* Ensure all aspects of communications, from web presence to external relations, are professional and effectively promote the mission of Hope’s Closet.
* Use external presence and relationships to garner new opportunities when and where possible.
* Develop, expand, and maintain partnerships in current and new markets, as well as relationships with funders, donors, and political and community leaders.
* Ensure Hope’s Closet continues to be an external local and regional presence that publishes and communicates program results with an emphasis on the successes of the local program as a model for regional and national replication.

**Qualifications:**

* Bachelor’s degree with a track record of effectively leading and scaling a performance- and outcomes-based organization and staff; ability to point to specific examples of having developed and operationalized strategies that have taken an organization to the next stage of growth.
* A minimum of seven years’ relevant and/or equivalent experience.
* Ethical leadership with idealism, integrity, a positive attitude, and confidentiality.
* Strong written and verbal communication skills; a persuasive and passionate communicator.
* Excellence in organizational management with the ability to hire and coach staff, manage, and develop high-performance teams, set and achieve strategic objectives, and manage a budget.
* Stellar organizational skills with a strong orientation towards project completion and follow-through, and robust time management and prioritization skills.
* Humble, servant-leader with exceptional interpersonal skills, emotional intelligence, and proven success with inspiring and managing close-knit work teams and volunteers.
* Action-oriented, adaptable, and has an innovative approach to business planning.
* Unwavering commitment to quality programs and data-driven program evaluation.
* Marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and diverse cultures.
* Ability to work effectively in collaboration with diverse groups of people; particularly those from underserved communities.
* Previous success working with a Board of Directors with the ability to cultivate existing board member relationships, including transparent, open information-sharing.
* Personal or professional experience with the foster care system preferred.