**Stability First - Executive Director**

Stability First is a faith based, Christ-centered nonprofit established to address multiple issues associated with the alleviation of poverty. It deals with transitional housing as well as a circle of services geared toward assisting low income families in increasing their financial stability and self-sufficiency. At present there are four aspects to our work:

**The Magdalene House** is a shelter for homeless single women who do not meet the criteria for admission into other area shelters. It provides shelter and supportive services for up to 16 women. Our faith-based, biblically grounded program provides much more than food and shelter as women prepare and work through an individualized stability plan. Currently 90+% of the women we serve arrive needing addiction recovery and/or mental health services. Depending upon the individual need, programming can also include educational opportunities, specific job readiness skills, health & wellness, transportation resources, spiritual guidance and other support services – all designed to assure that women are stepping out on firm ground when they leave.

**Foundations** serves men who are in need of transitional services from unstable life circumstances. Program leaders provide Godly counsel while guiding participants through the steps and processes that will help them achieve stability and independence. Bible study and spiritual mentoring is combined with individualized practical assistance in setting personal goals and being held accountable for achieving them. Men work on spiritual, financial, sobriety, interpersonal, and work-related goals all aimed at growing in maturity and responsibility. We are actively working toward establishing supportive housing that will reinforce these goals, training men to be stable leaders in their homes and communities.

**The Lynay Community Resource Center** is a multipurpose facility housing a circle of services addressing poverty issues in Morgan County Indiana as well as some community ministry space. It is a collaborative effort of churches and individuals who, inspired by the Morgan County Bridges Out of Poverty initiative, are striving to facilitate a more sustainable community. It has housed services such as high school equivalency exam prep classes, men’s outreach coaching sessions, recovery group meetings, job and career exploration opportunities.

**Maggie Bag Production Facilities** is located in the Lynay Center, and provides a unique aspect to the overall operation of Stability First. Stemming from an entrepreneurial and self-help strategy, the Maggie Bag operation provides a means of teaching and training to the Magdalene House residents, as well as a potentially significant contributor to the operational costs of the ministries.

**POSITION OVERVIEW:**

The Executive Director is responsible for overall management and operation of the nonprofit organization. The Executive Director is responsible for implementation of policies set by the Board of Directors as well as annual goals and objectives, program and administrative management, and protection of the nonprofit organization’s financial assets while ensuring compliance with the Board directives and grantor requirements. Guidance and direction are provided by the President of the Board and by the Board Executive Committee.

**LOCATION:** Morgan County, Indiana

**REPORTS TO:** The Board of Directors

**RESPONSIBILITIES**

**Management Functions:**

* Responsible for the overall operation including implementing goals and activities in furtherance of the strategic plan
* Reviewing and evaluating the results of program activities, ensuring that continuing contractual obligations are being fulfilled, allocating resources for greater program effectiveness and efficiency, developing organizational and administrative policies and program objectives.
* Assist in hiring and supervising necessary temporary staff and/or interns.
* Must have the ability to work independently with little-to-moderate oversight, while providing consistent communication to key stakeholders
* Monitors and evaluates all services provided and reports progress to the Board and committees; makes recommendations for change as needed.
* Provides oversight and guidance to directors around design, marketing, promotion, delivery, and quality of programs, products, and services.
* Provides overall leadership of staff.

**Community Engagement**

* Serves as the public face of the organization assuring the organization and its mission, programs, products, and services are consistently presented in a strong and positive image to relevant stakeholders.
* Stays current with significant developments and trends in the community and proactively addresses business needs to successfully navigate changes
* Represents the organization in its business relationships with the community, media, community organizations, suppliers, competitors, professional organizations, and other related groups.

**Strategic Planning:**

* In Partnership with the Board of Directors, leads the development and implementation of the organizational strategic plan.
* Establish, manage and lead the development strategy to achieve an annual fundraising targets that supports Stability First’s programming and operations.
* Responsible for identifying and capturing as well as enhancing existing new opportunities for revenue and business development.
* Assures that long-range strategy which advances the mission and toward which the organization makes consistent and timely progress.
* Works with Board and staff to create appropriate outcome measures and data management systems.
* Identifies key success indicators for the organizations and takes action to achieve targeted outcomes.
* Monitors the industry landscape for any opportunities or threats to the organization.

**Donor Relations and Stewardship:**

* Cultivates a donor base and plays an active role in soliciting corporate and private donations.
* Identifies, cultivates, and solicits major and planned gifts and grants
* Develops relationships with foundations, corporations, individuals, and community organizations.
* Manages and coordinates volunteer and professional relationships in support of the organization’s events, major/planned gift fundraising activities, and an annual campaign.
* Meets with community members and organizations to tell the organization’s story and gain financial support
* Provides leadership for the development and implementation of new marketing strategies and organizational units to meet the Board’s growth objectives.

**Minimum Requirements;**

**Education**

• Bachelor’s degree in Business Administration, Business Management, Development, Nonprofit Management, Philanthropic Studies, Public Administration, or related technical degree from a regionally accredited college or university required.

**Required Attributes;**

* Supportive of a Christ-centered, faith-based approach in all aspects of the organization
* Minimum of seven (5) years of progressive experience in an administrative role required
* Minimum of five (5) years of supervisory experience
* Knowledge of nonprofit management and experience working with a nonprofit Board of Directors
* Prior experience in fundraising, grant proposal writing, and foundation relations
* Prior experience leading or participating in the strategic planning process
* Strong financial and business acumen
* Strong interpersonal and social skills
* Highly effective written and verbal communication skills
* Demonstrated ability to influence others through inspiring a shared vision preferred
* Minimum of Intermediate level of proficiency with Microsoft Office (Word, Excel, PowerPoint, Outlook)
* Work experience may substitute for education requirements on a case by case basis
* Must be eligible to work in the United States for any employer

All inquiries are confidentially protected and appreciated

**Preferred Attributes for Success;**

• Certificate in Nonprofit Management

• Master’s degree. MBA, or MPA

• Able to communicate effectively with multiple audiences using a variety of formats

• Strong connection to the community

• Demonstrated excellence in organizational development, interpersonal, administrative, and personal management skills

**Status: Exempt, Salaried**

**Salary Range: $58,000 – $62,000 annually**