

**SUMMARY OF EXECUTIVE DIRECTOR POSTING**

**QUALIFICATIONS:**

* A passion for serving the homeless within a Gospel Rescue Mission approach.
* Bachelor’s Degree or advanced degree preferred; Professional experience in nonprofit leadership and development (similar experience in for-profit environments considered)
* Experience in the salesmanship needed to cultivate donors, locate and acquire funding sources, and increase visibility.
* Strong staff management experience, including the ability to motivate and coach staff to achieve results.
* Experience in entrepreneurial thinking, developing programs, identifying key opportunities and challenges, and responding successfully.
* Strong written and verbal communication skills.

**ACTUAL JOB RESPONSIBILITIES:**

* When necessary, serve as the official spokesperson the City Mission of Findlay.
* Be conversant with and stay current on homeless issues including local issues and programs, as the public face of the Mission
* Work closely with Board of Directors.
* Oversee Chief Operations Officer with planning the day-to-day operations of the Mission.
* Oversee Chief Development Officer in financial matters regarding the financial stability and revenue requirements of the Mission.
* Develop an integrated marketing, communications, and public relations plan that supports the fundraising plan.
* Oversee all activities as they relate to the operating budget.
* Participate as a member of the Senior Management Team, particularly in the areas of development and planning, in preparing an annual operating budget, blending Mission goals with fundraising activities.
* Provide regular updates to the Board of Trustees on fundraising progress and special reports as needed.
* Align job descriptions, performance and employee relations.

**SALARY/BENEFITS:**

Competitive/commensurate with experience and relevant qualifications.