

Grace for Dover

Position Description

Title: Executive Director
Reports to: Board of Directors

Context

Grace for Dover (GFD) is a nonprofit Christian community development organization. In operation since 2011, GFD provides a variety of services to the poor of Kent County, Delaware. Programs include job skills training, financial literacy classes, matched savings (IDA) accounts, English as a second language (ESL) classes, respite care for families who have children with disabilities, and preventative medical services, with more in development.

GFD practices Helping Without Hurting, focusing on rehabilitation and development work with our clients in nonemergency situations. We practice asset-based approaches to poverty alleviation, and our services are all provided from a distinctly Christian worldview. Grace for Dover is a parachurch organization. Though originally launched by Grace Presbyterian Church as its mercy-ministry arm, we seek to cultivate strong ties with many area churches, as well as public and private community partners.

Summary

The executive director position requires a strong leader, with strong skills in fundraising, leadership, strategic planning, networking, and nonprofit administration. A deep commitment to Christ and to serving the poor through long-term relationships is essential. As GFD is a young nonprofit, this position demands an optimistic, entrepreneurial spirit.

Specific Responsibilities

- Strategic
 - Develop and articulate the strategic direction and methodologies for achieving the GFD mission, working closely with the board. Develop and manage goals and objectives annually.
 - Oversee the planning, implementation, and evaluation of GFD and monitor the day-to-day operations of the organization. Monitor performance metrics; develop and communicate new metrics as appropriate.

- Fiscal
 - Secure grants and funds from public and private sources (including grants, corporate sponsorships, church support, and individual contributions) to fund programs, services, administration, and staff according to the organization's mission and strategic plan.
 - Prepare comprehensive annual and multiyear budgets. Develop and implement fiscal policies and procedures.

- Work in collaboration with the organization's bookkeeper and auditor to review and report on the organization's fiscal status to funders and to the organization's board of directors.
- Within the availability of funds allocated to the organization, develop compensation and benefit packages for staff as needed.
- Program/Administration
 - Recruit, manage, mentor, and coach a highly motivated, dedicated, and talented pool of staff and volunteers.
 - Ensure timely and accurate program reporting according to grantors' requirements.
 - Ensure sufficient qualified staff to carry out projects sponsored by the organization.
 - Ensure that staff possess the knowledge and skills to serve the organization's constituencies in a professional and expert fashion.
 - Encourage continuous staff and team development.
 - Evaluate staff's performance, at least annually.
 - Be available to staff for questions and feedback about procedures, regulations, and program protocols.
 - Be available to travel within the state or country to speak or attend significant conferences as needed and approved by the board.
- Governance
 - Work in collaboration with the board of directors by:
 - Attending board and committee meetings
 - Reporting regularly on programs and services offered by the organization
 - Participating in strategic and any other program and fiscal initiatives as led by the board of directors
 - Facilitate the orientation and development of all new board of directors members and keep board members informed of GFD activities.
 - Assist board with ongoing board, policy, and fund development.
- Public Relations
 - Ensure data integrity, security, and privacy.
 - Engender continued public trust.
 - Build and maintain relationships with other organizations and agencies serving our target market.
 - Serve as the primary spokesperson for GFD with donors, the public, policymakers, media, industry analysts, and others interested in GFD. This includes an active and strategic presence online, including social media.
 - Facilitate and maintain relationships with key constituencies to foster patronage and support for GFD's initiatives.

Success Benchmarks

The executive director will be expected to accomplish the following benchmarks within one year of employment and to regularly report progress in writing to the board of directors:

- Evaluate and assess current organizational structure and internal operations, including administration, finance, and human resources. Update the business plan and build an infrastructure that can scale with the anticipated growth of the organization.
- Establish a realistic plan for funding over the next 1–3 years and set in motion all appropriate campaigns, grant funding calendars, event committees, etc.
- Monitor operations to ensure financial stability, sustainability, and accountability.
- Provide the board of directors with detailed reports at their quarterly meetings.
- Ensure the continued operations of all current programs and lay a strong foundation for future endeavors in accordance with the strategic plan.
- Foster positive relationships and partnerships with key community partners (including churches, businesses, nonprofits, and relevant government agencies).
- Receive a positive 360° review from key team members.

Essential Requirements

- Must profess a personal commitment to the Christian faith in accordance with GFD’s statement of faith, and demonstrate that commitment in daily life.
- Must possess a solid understanding of Christian community development, including its key principles, theology, history, and best practices.
- Must possess an entrepreneurial spirit and be a visionary and a strategic thinker with outstanding communication skills and ability to network.
- Must possess strong financial management and reporting skills relevant to nonprofit organizations, particularly with regard to grant writing and reporting requirements.
- Must possess a keen understanding of nonprofit organizational management, with at least five years’ experience managing both multiple programs and staff.
- Must possess strong organizational, financial management, and interpersonal skills.
- Must be capable of collecting and using data as a tool for program development and evaluation.
- Must be able to appropriately understand laws, regulations, and processes as applicable to Grace for Dover’s work.
- Must be able to identify, develop, and maintain collaborative relationships with the Delaware religious and nonprofit communities.
- Must possess high-level computer and software applications skills, e.g., Salesforce, Microsoft Office, WordPress, Gmail, etc.
- Must foster a high-trust work environment characterized by clear and considerate communication, professionalism, and mentorship—speaking the truth in love.
- Must possess strong and effective conflict resolution skills.
- Must possess a results-driven work ethic.
- Must be able to motivate and deploy the expertise of staff, volunteers, and vendors to identify and execute resolutions to issues and to define and implement process improvements.
- Must strive for excellence, finishing what is started and having the tenacity to take action in the face of adversity.
- A bachelor’s degree is required; a master’s degree or higher, especially in theology, management, human services, or a related field is preferred.

Optional Requirements

- Previous experience in a leadership position at a nonprofit organization or church

Remuneration

- The starting salary range for this full-time position is \$40,000–45,000.
- The candidate is expected to secure ongoing funding for the position through grants and annual campaigns.
- It is the board's intention that as programs and funding increase, the executive director's salary will correspondingly increase. The board also intends to provide performance-based remuneration.

Application Process

- Submit a detailed letter of interest (no more than 2 pages) and a complete résumé with references to: SearchCommittee@GraceForDover.org
- Qualified candidates will be contacted for a preliminary phone interview within 3 weeks.