

The Job Foundation Executive Director

Job Summary: The Job Foundation Executive Director is the key management leader of The Job Foundation. The Executive Director is responsible for overseeing the administration, programs and strategic plan of the organization. Other key duties include staff management, fundraising, marketing, and community outreach. The position reports directly to the Board of Directors.

About The Job Foundation: The Job Foundation is a Financial Stewardship Mentoring Program, working to build financial wisdom, leadership skills, and community in the Cedar Valley. The Job Foundation's target audience is low-income students in grades K-12. To ensure students' success, The Job Foundation uses a Savings-Linked Conditional Cash Transfer model.

Position Type: Permanent Full Time

Salary: Negotiable - based on education and experience

General Responsibilities:

- **Board Governance:** Works with Board of Directors to fulfill the organization mission
- **Financial Performance and Viability:** Develops resources sufficient to ensure the financial health of the organization
- **Organization Mission and Strategy:** Works with Board and Staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach
- **Organization Operations:** Oversees and implements the use of programs, staff and volunteer resources, and finances to ensure the success of the organizational efforts in the achievement of the organization's goals
 - Manages people (or resources), programs, and money to achieve the success of TJF

Essential Duties and Responsibilities:

- Strategic Planning and implementation
- Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising, and to increase the overall visibility of the organization
- Serve as The Job Foundation's primary spokesperson to the organization's constituents, the media, and the general public
- Establish and maintain relationships with various organizations and utilize those relationships to strategically enhance The Job Foundation's mission
- Plan and implement the annual budget
- Supervise and collaborate with staff
- Establish employment and administrative policies and procedures for all functions and for the day-to-day operation of The Job Foundation
- Participate in board meetings and work with committees as appropriate
- Oversee marketing and other communications efforts
- Oversee program development and partnership with volunteers
- Review and approve contracts for services
- Mentor and tutor at least one program participant
- Perform other duties as assigned by the Board of Directors

Qualifications:

- Bachelor's Degree or higher
- Five or more years of nonprofit senior management experience
- Transparent and high integrity leadership
- Solid, hands-on budget management skills, including: budget preparation, implementation, analysis, decision making, and reporting
- Strong organizational skills, including: planning, delegating, and program development
- Ability to convey a vision of The Job Foundation's strategic future to board, staff, donors, and volunteers
- Knowledge of fundraising strategies and donor relations unique to nonprofit sector
- Skills to collaborate with and motivate board members and other volunteers
- Strong written and oral communication skills
- Ability to interface with and engage diverse volunteer and donor groups

- Demonstrated ability to oversee and collaborate with staff
- Strong public speaking ability
- Must pass a comprehensive background check

Work Hours:

- Normal work hours are 8:00 – 5:00, Monday - Friday
- Some evening and weekend work is required

Travel: Minimal

To apply for this position: Email a resume with cover letter to:

TJFSearch2018@gmail.com

Application Deadline: June 21, 2018