Brookside Executive Director Job Description

Organization Summary:

Brookside Community Church (BCC) is a multi-racial, multi-generational, gospel-shaped community of believers that loves God completely, ourselves correctly and our neighbors compassionately. Strategically established on the Near Eastside of Indianapolis, BCC is an urban ministry that intentionally creates community around the poorest and most disadvantaged (vulnerable) of our community. In 2015, BCC launched a church-based non-profit called Brookside Community Development Corporation (BCDC) which serves as the ministry outreach arm of the church to create opportunities of renewal and transformation in the lives of people residing in the Brookside neighborhood. The church, alongside our nonprofit, serves over 150 families in walking out life in Christ.

Job Description:

The Executive Director will provide guidance and oversight of all departments in the organization, implement strategic planning and monitor the execution of plans within the organization in conjunction with Board leadership. This position is responsible for the deployment of innovative solutions that address opportunities and challenges.

Salary Range: $70,000 - $90,000 annually

Required Experience/Education:

- A Christian committed to living out their faith in daily life and supportive of the mission of both Brookside Community Development Corporation and Brookside Community Church (BCC).
- Bachelor's degree in related field or equivalent combination of education and experience.
- A successful track record of managing financials and making sound business decisions.
- Knowledge of data analysis and performance/operation metrics
- Outstanding interpersonal, public speaking, organizational and leadership abilities
- Strong agility, strategic, decision-making, and problem-solving skills
- Strong mentoring/coaching skills with the capacity for managing and leading people.
- Fundraising expertise and grant writing skills.
- Be in full agreement with BCC's Mission, Vision and Values (below).

CREATING OPPORTUNITIES OF RENEWAL AND TRANSFORMATION IN THE LIVES OF PEOPLE RESIDING IN THE BROOKSIDE NEIGHBORHOOD

1035 N Olney St
Indianapolis, IN 46201
317 636 7808

brooksidecdc.org

Desired Experience:

- 5 years of related experience and/or training in Non-Profit Organization, Operations, Leadership, and Management Experience in faith based non-profit as well as a pastoral ordination or licensing is preferred.
- Experience leading in a diverse, multicultural setting.
- Successful track record of budget oversight.
- Successful record of fundraising and development.
- Staff oversight/development.
- An understanding of group dynamics so as to ensure effective consensus building
- Strong interpersonal and communications skills.
- Knowledge of ministry focused software applications.
- Previous Board membership.

Specific Responsibilities:

Organization

- Reports to the Brookside Board of Directors.
- Provides strategic direction, oversight, coordination, and priority setting in the areas of resource development and communications.
- Aligns all efforts with Brookside strategic plan and annual operating budget.
- Collaborates across other departments to develop, plan and execute annual fundraisers with event sponsorships, collaterals, and solicitations.
- IIdentify expansion/growth opportunities to secure and expand recurring revenue streams (e.g. revenue generation, local fundraising initiatives, investments, corporate alliances, etc.)
- Serves as ambassador for the organization representing public relations, media relations, marketing and media.
- Works closely with the Board of Directors and supports Board Members to take on active fundraising roles.

Staffing

- Member of the Brookside Leadership Team consisting of BCC and BCDC Directors.
- Serves as an inspiring and motivational leader to a highly skilled and committed group of staff, volunteers, partners and other external supporters.
- Leads, manages and supports BCC and BCDC team's daily operations, short and long-term planning and goal setting.
- Develops a coaching platform and monitors functions such as training, development, evaluations, benefits and incentives and employee relations while also focusing on the people strategy related to diversity, equity, and inclusion plans.

Administration

- Monitors cash flow projections and reports actual cash flow and variance.
- Provides required documentation and reporting for grant and funder requirements.
- Analyze technology and IT infrastructure, finding and implementing solutions that support the financial and programmatic growth of the organization

Fundraising

- Secures financial support from individuals, foundations, and corporations.
- Develops, maintains and nurtures ongoing relationships with major donors.

Knowledge, Skills and Abilities:

- Strong leader with a focus on staff development and community impact.
- Self-starter with the ability to work in a collaborative team-based environment.
- Knowledge of program management
- Disciple of Christ.
- Staff development.
- Fundraising experience.
- Experience with vulnerable populations, youth development, and education.
- Ability to live a balanced work-home life.
- A strong team player.

To apply: Send your resume and cover letter to info@bccindy.org

Mission

- We are striving to be a family formed by Christ out of brokenness and into unity and new life.

Vision

- To see Brookside neighborhood restored by the power of the Gospel and reestablished into a thriving community one life at a time.

Values

- Gospel Centeredness
- Intentionality of Cultural and Ethnic Diversity
- Personhood over Production
- Relationship First
- Meeting Needs with Dignity
- Empowerment of the Poor
- Integrity in Stewardship
- Humility in Leadership
- Community over Isolation