

**2019
THE JOSHUA GROUP
EXECUTIVE DIRECTOR SEARCH**



BACKGROUND

THE JOSHUA GROUP IS A NON-PROFIT, COMMUNITY-BASED ORGANIZATION SERVING HARRISBURG, PA WITH A MISSION TO PROVIDE HOPE AND SUPPORT FOR AT-RISK YOUTH THROUGH EDUCATIONAL AND VOCATIONAL OPPORTUNITIES. THE JOSHUA GROUP WAS FOUNDED IN 1998 BY DIRECTOR KIRK HALLET AND HAS GROWN TO ASSIST MORE THAN 200 COMMUNITY RESIDENTS PER YEAR THROUGH THE FOLLOWING PROGRAMS:

- J-CREW AFTER SCHOOL PROGRAM
- PRESCHOOL AND KINDERGARTEN PROGRAMS
- SUMMER LEARNING PROGRAM
- JOSHUA SCHOLARSHIP PROGRAM
- JOSHUA FARM

CURRENT NEED

THE JOSHUA GROUP IS SUPPORTED BY DOZENS OF COMMUNITY PARTNERS AND AN ACTIVE BOARD OF DIRECTORS WHO ARE NOW SEEKING TO FILL THE EXECUTIVE DIRECTOR POSITION WITH A PERSON WHO CAN CONTINUE TO GROW AND DEVELOP THE ORGANIZATION TO REACH ITS GREATEST POTENTIAL.

POSITION DESCRIPTION

THE EXECUTIVE DIRECTOR IS A FULL TIME, EXEMPT POSITION REPORTING TO THE BOARD OF DIRECTORS. THE EXECUTIVE DIRECTOR IS RESPONSIBLE FOR THE FOLLOWING:

- ORGANIZATIONAL LEADERSHIP AND HIGH-LEVEL COMMUNITY INVOLVEMENT
- FUTURE VISIONING AND STRATEGIC PLANNING
- SECURING AND MANAGING A 1.2 MILLION DOLLAR BUDGET
- OVERALL FISCAL STABILITY
- OVERSIGHT OF DAY TO DAY OPERATIONS
- EMPLOYEE MANAGEMENT
- VOLUNTEER ENGAGEMENT
- PROGRAM OVERSIGHT
- BOARD DEVELOPMENT AND SUPPORT
- MISSION FULFILLMENT
- ORGANIZATIONAL GROWTH

QUALITIES & CHARACTERISTICS

- PASSION FOR THE MISSION
- ENERGY, POSITIVITY, ENTHUSIASM
- CONFIDENCE
- DECISION MAKING AND DISCERNMENT

- EXCELLENT VERBAL AND WRITTEN COMMUNICATION SKILLS
- OPEN MINDEDNESS
- CREATIVITY
- PROBLEM SOLVING
- LEADERSHIP
- COLLEGIALLY

EXPECTATIONS & REQUIREMENTS

1. QUALIFIED APPLICANTS MUST BE ABLE TO DEMONSTRATE A HISTORY OF SUCCESSFUL, FUNDRAISING OR BUSINESS DEVELOPMENT IN THE LOCAL COMMUNITY.
2. QUALIFIED APPLICANTS SHOULD BE FAMILIAR WITH THE CITY OF HARRISBURG AND CENTRAL PENNSYLVANIA AREA.
3. QUALIFIED APPLICANTS SHOULD HAVE A BACHELORS DEGREE OR EQUIVALENT TRAINING.
4. QUALIFIED APPLICANTS MUST HAVE AT LEAST 5 YEARS OF ORGANIZATIONAL LEADERSHIP EXPERIENCE.
5. QUALIFIED APPLICANTS MUST HAVE THE PHYSICAL CAPACITY TO SPEAK AUDIBLY AND LOUDLY, STAND FOR CONTINUOUS HOURS, WALK 1-3 MILES, AND LIFT, LOAD, AND TRANSPORT A MINIMUM OF 25 LBS.
6. QUALIFIED APPLICANTS MUST BE AVAILABLE TO WORK OUTSIDE OF TRADITIONAL 9-5 BUSINESS HOURS AND MAY BE CALLED ON FOR EARLY MORNING AND LATE EVENING MEETINGS & EVENTS.
7. QUALIFIED APPLICANTS MUST HAVE A VALID PA DRIVER'S LICENSE AND RELIABLE TRANSPORTATION.
8. QUALIFIED APPLICANTS MUST HAVE A WORKING KNOWLEDGE OF SOCIAL MEDIA, UNDERSTANDING OF THE MS OFFICE SUITE AND DEMONSTRATE THE ABILITY TO LEARN ALL OF THE TECHNOLOGY AND COMMUNICATION PLATFORMS.

OTHER

THIS JOB DESCRIPTION HAS BEEN DESIGNED TO INDICATE THE GENERAL NATURE AND LEVEL OF WORK PERFORMED BY EMPLOYEES WITHIN THIS CLASSIFICATION. IT IS NOT INTENDED TO CONTAIN OR BE INTERPRETED AS A COMPREHENSIVE INVENTORY OF ALL DUTIES, RESPONSIBILITIES, AND QUALIFICATIONS REQUIRED OF EMPLOYEES ASSIGNED TO THIS POSITION. THIS JOB DESCRIPTION IS SUBJECT TO CHANGE, BUT REMAINS IN EFFECT UNTIL SUPERSEDED OR CANCELED IN WRITING BY THE JOSHUA GROUP BOARD OF DIRECTORS. THE JOSHUA GROUP IS AN EQUAL OPPORTUNITY EMPLOYER.

Please send all resumes with a cover letter expressing why you are interested in this position and the mission along with salary requirements to the Board Secretary, Jeannetta Politis, via email at politisj@fnb-corp.com