



Executive Director

JOB DESCRIPTION

Position Title: Executive Director

Type & Classification: Full-Time, Non-Exempt

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City of Refuge (COR) is looking for an Executive Director (ED) to develop strategic plans related to the fundraising, advancement, and achievement of the organization's mission. The ED is the principal representative of City of Refuge in the local community. The position is responsible for the oversight of the COR Team and office to ensure quality program and service delivery and compliance with board, community and funder standards. This includes staff supervision, grant and budget management, program implementation, and outreach to the local community.

RESPONSIBILITIES

Missional and Organizational Leadership

- Embody the mission, vision, and values of COR, setting an example for the office staff, volunteers, clients, and community
- Fostering effective and clear communication within the office. Providing opportunities for staff development and learning
- Emphasize the provision of feedback to staff through formal (annual review process) and informal (recognizing achievements or correcting errors) methods
- Providing direct coaching and supervision of direct reports focusing on leadership development needs
- Create a positive, safe, and productive work environment for all staff; ensure staff time is managed in-line with job description and duties; coordinate PTO requests, day-to-day activity scheduling, and ensure staff are working within budgetary limitations.

Operations

- Establishes a strategic plan with clear, achievable goals.
- Creates staffing plans to deliver the core functions of the office
- Comfortable managing office budgets and basic accounting functions of a budget

- Manage office Human Resources and legal issues in conjunction with the board of directors: including but not limited to recruiting, employee relations, culture building, and more.
- Safeguard COR finances through implementation of internal controls and policies; ensure check or funding requests meet accounting and program standards and are submitted in a timely basis.

Program

- Establishes and develops programmatic initiatives according to the needs of the refugee and immigrant communities in Mid-Missouri
- Remains abreast of changes in regulations and funding that affect program operations
- Track and monitor grant performance measures, outputs, and expected outcomes; ensure all program goals are met.
- Oversee production of grant reporting for each program; make certain reporting and other requests for information are submitted on time, complete, and of high quality.
- Direct initial and future crowdfunding campaigns as well as annual fundraising drives

Outreach

- Serve as the principal representative of COR in the local context which will involve networking, meetings in the community, fundraising, public speaking, and other similar activities
- Establish an annual outreach plan for the office, including goals for fundraising, partnerships, and programs creating new and growing existing partnerships for the benefit of COR clients and services.
- Coordinate media requests and other public relations activities; will serve as local spokesperson for approved media events.
- Other duties as assigned

JOB REQUIREMENTS

- Bachelor's Degree or equivalent experience in business, nonprofit management, or development.
- At least 3 years of relevant experience
- Desire and ability to work with clients and staff of diverse nationalities, religions, languages, and cultures

- Excellent interpersonal skills and ability to communicate clearly and effectively with clients and staff
- Excellent writing skills relevant to the needs of a nonprofit organizations communicating with donors and the general public. Ability to write formally and informally, with professional language.
- Strong attention to detail and ability to provide clear documentation of services
- Patience and strong commitment
- Ability to manage multiple projects with set deadlines/guidelines

Supervision: The person in this position will report to the Board of Directors

Work Environment: The person in this position will work and have access to a standard office.

Equipment: The person in this position will use the following equipment: personal computer, phone.

Additional Job Information: This job is full-time and offers paid vacation and health benefits. The position is based in Columbia, Mo. Duties will be conducted primarily during normal business hours with occasional evenings or weekends possible, depending on needs.

Compensation: PTO/Holiday time off, mileage reimbursement with bi-annual evaluation.