



Executive Director Role

Reports to: 1HOPE Board Chair

General Description:

The Executive Director is tasked to work in collaboration with the 1HOPE Board of Directors to ensure the organization is set-up for success strategically, relationally, and financially. The Executive Director is responsible for the day-to-day operations of 1HOPE including implementation of organizational strategic plans, fundraising and donor relationship/partnership development, communications, staff and volunteer development, program management and oversight.

The areas of responsibility for this role is broad and thus requires thorough knowledge of various organization processes. The ideal candidate must be competent and able to build strong relationships with 1HOPE's staff, Board of Directors, and other key stakeholders. He/She must be an excellent leader who leads collaboratively and builds consensus and trust to advance the organizations mission.

General Responsibilities:

- Represent the organization in the community and build relationships with key stakeholders
- Develop annual operational plans and goals for the organization's programs, and fundraising efforts in partnership with the Board Chairman
- Assess and pursue available funding opportunities and create fund development plans for donor relationships/partnerships
- Oversee special events planning and execution to ensure the organization's financial goals are achieved (e.g. Annual Gala Fundraising Dinner)
- Assist in raising operational funds (generating leads, asking for funds, etc.)
- Participate in the budget development process and maintain a high level of fiscal responsibility
- Cultivate new local strategic partnerships with the community (businesses and church's) as well as maintain existing strategic community relationships
- Create presentation decks, proposals, and strategic documents for potential community partnerships
- Attend monthly 1HOPE Board meetings and organize agenda items and action items that come out from the meetings
- Manage Newsletter communications
- Oversee day-to-day operations of the organization and its initiatives
- Implement operational plans and ensure organizational goals are met in collaboration with the 1HOPE board of directors and 1HOPE staff



- Oversee and build strong, healthy, supportive relationships with 1HOPE staff and volunteer leaders to ensure that initiatives are advanced and program metrics are being achieved
- Identify, develop, and manage volunteer team leads for initiative areas of 1HOPE
- Develop a team-based environment to motivate and inspire staff to work collaboratively toward vision and goal
- Develop relationships with program partners (Churches, DCFS, CIP/PSG)
- Advocate for 1HOPE initiatives and programs in the community
- Oversee a multi-level web presence (Website, Facebook, Instagram, Twitter, etc.)
- Apply for local, state federal and private grants

Qualifications:

- Bachelor's degree
- At least five years of related experience
- Firm sense of mission and a desire to work in the field of children and families at risk
- Proven track record in the management of organizations and relationships
- Must present strong interpersonal and presentation skills, and be a self-starter
- Excellent communication skills, including written skills
- Must be able to lead and motivate employees, partners and other constituents
- Must be creative and demonstrate ability to own his or her projects and responsibilities
- Must possess demonstrated ability to cultivate relationships with multiple internal and external constituencies
- Ability to work effectively with individuals and organizations in the public, private and religious sectors
- Must be flexible and adaptable
- Must have solid work ethic and energy, enthusiasm and optimism
- Demonstrated ability to work with people of diverse backgrounds
- Excellent time management
- Solution-oriented approach to challenges
- Experience in organizational and leadership development with a proven track-record for meeting goals and objectives



Competencies:

The knowledge, skills and personal attributes needed to attain the results expected from a top Executive Director:

Service – Volunteers and partners recommend us to others

- Treats internal and external volunteers, vendors as partners
- Identifies team needs and addresses them
- Identifies and acts on ways to add value
- Identifies and acts on opportunities to expand the relationship
- Is responsive to the organizations needs

Lifelong Learning – Training and Continued Education

- Continually builds own knowledge and expertise as well as opportunities provided by the organization
- Is open to new ways of doing things
- Offers to coach/assist others with less experience
- When problems arise, shares expertise to help resolve the issue
- Makes self-accessible for questions even when under stress

Integrity and Ethics – Do the right thing

- Makes decisions and acts with the organizations long term interest in mind
- Acts with integrity, maintaining the highest ethical standards.
- Is flexible and changes quickly based on the organizations changing needs

Attention to Detail

- Thoroughness in accomplishing tasks for concern in all area's involved, no matter how small
- Monitors and checks work or information and plans and organizes time and resources efficiently even under the pressure of multiple demands

Team Player

- Works cooperatively with others toward accomplishment of a shared goal as opposed to working separately or competitively
- Leverages own strengths and demonstrates understanding of weaknesses in order to most effectively contribute to a project
- Knows when to lead and when to follow
- Reinforces the team concept through all actions