

PRESIDENT (EXECUTIVE DIRECTOR) OUTREACH FOR HOPE

Job Description

Position Title

President (Executive Director)

Note: In this document the President is referred to as the Executive Director.

Position Summary

Responsible for the general day-to-day operations and leadership of Outreach for Hope (OFH) to advance the mission of OFH with the Greater Milwaukee Synod, works with the Board of Directors and the OFH staff, builds relationships with donors, administers grants, oversees the investments and finances, promotes OFH through marketing and public affairs, and establishes goals and objectives.

Duties and Responsibilities

1. Advances Outreach for Hope's mission, vision and values as outlined in the strategic plan or directives with the Board of Directors.
2. Works with the Director of Advancement in securing gifts to OFH. In the absence of a Director of Advancement, the Executive Director assumes the role of fund raiser.
3. Collaborates with the Board of Directors of OFH on an ongoing clear mission for OFH, with annual goals and objectives.
4. Serves as the primary spokesperson for OFH, communicating the work of OFH through written articles, letters, and speaking at churches and events to promote awareness of OFH.
5. Oversees the grant making process: soliciting, selection, and distribution. Develops relationships with ministries receiving grants and monitors effectiveness of grant activities.
6. Oversees budget and financials, accountable to the Board of Directors.
7. Works with the Board of Directors, prepares Board reports and works with committees established by the Board of Directors.
8. Reports, as the Direct Report, to the Board of Directors of OFH. Meets, as mutually established, with the Bishop of the Greater Milwaukee Synod, attends the Synod Assembly, and other Synodical events that serve the mission of OFH.
9. Participates in/with professional organizations that will advance the work of OFH.
10. Abides by the OFH's standards of conduct, policies, and procedures to assure OFH's mission, vision, and values are held to the highest standards.
11. Manages all OFH staff. Advancement Director reports directly to Executive Director.

Division of Time

- One-Third of time is spent with direct fund-raising.
- One-Third of time is spent with grants and grant recipient ministries.
- One-Third of time is spent with administration and governance.

Education and Experience Qualifications

- Bachelor's Degree required; Master's Degree preferred.
- CFRE Certification is preferred.
- Ten years' experience preferred in non-profit or church fund-raising and development.
- Strong interpersonal skills.
- Effective oral and written communication skills.
- Ability to prepare written documents, letters, brochures, and reports.
- Strong understanding of fund-raising and marketing techniques.
- General understanding of computers and data-based programs. A working understanding of the mission for both Outreach for Hope and the Greater Milwaukee Synod of the ELCA.
- A passion for justice and working with people faced with the challenges of poverty.
- An ethics consistent with the standards and values of OFH.
- Ability to manage a staff, a Board of Directors, and work with the Bishop of the Synod.
- Ability to be decisive in determining the best interests for OFH.
- Ability to have the capacity to bring new ideas and programs to advance the work of Outreach for Hope.
- Ability to balance the need for donor development with grant making to congregations ministering with people faced with the challenges of poverty.

Performance Review

- Annual Review by the Board.
- Measurable growth by the desired outcome of funds, grants, communications, and growth of OFH especially in serving the ministries it supports.

Work Schedule

This is an exempt position working a minimum of 40 hours per week, but it varies often due to meetings and events scheduled outside these normal hours.