

Job Title: Executive Director
Reports to: SAFE's Board of Directors
Status: Full time, exempt
Annual Base Salary: \$65,000-\$85,000 + Benefit Package

General Summary:

SAFE's Executive Director is responsible for providing the overall vision, leadership, direction, resources and support to successfully implement and carry out SAFE's Mission Statement.

Working in partnership and close cooperation with the Board of Directors, the Executive Director will take the lead role in developing and implementing an innovative Asset Based Community Development program. The focus is to mobilize individuals, associations and organizations to come together to realize and develop their strengths to change the paradigm from dwelling on the need, deficiencies and problems within our community to building on assets already within our community to provide pathways so every person can contribute to local development and prosperity. Building and nourishing relationships is the fundamental action in community building. Community groups assess their existing assets and strengths. This allows them to develop a clearer understanding of who they are, what they want and what they like. As a result, they are able to recognize and appreciate their identities, interests and preferences. This is a new Board of Director initiative that could take a few years to fully design, develop and implement.

The Executive Director is responsible to assure proper resources are in place to operate programs and provide management oversight to the employees and volunteers that carry out SAFE's operational goals and objectives. Providing general oversight and direction to the existing food pantry operations is a critically important aspect of this position.

Additionally, the Executive Director is responsible for budgetary preparation and oversight, fundraising activities, community outreach initiatives, identifying and writing grants and oversight of all general operations policies and procedures. The person in this role will act as SAFE's official "spokesperson" within our community at large.

Executive Director Qualifications / Skills

- Demonstrated leadership skills:
 - Servant Leadership
 - The ability to inspire and convince others. Encourages. Sells instead of tells.
 - Values diverse opinions.
 - Helps people with life issues-not just work issues.
 - Displays honesty and integrity. Cultivates a culture of trust.
 - Strategic thinking and acting.
 - Seeks and finds creative solutions.
 - Works independently but in mutual cooperation with the Board.
 - Communication skills
 - Articulate.
 - A good listener.
 - Excellent written communication skills.
 - Builds effective relationships with the staff, volunteers, the community and the board.
 - Keeps commitments. Reliable. Hard worker.
- Demonstrates Emotional Intelligence
 - Under pressure/stress, responds not reacts and maintains objectivity.
 - Displays humility and empathy. Handles criticism well.
 - Aware of their impact on others

Education and Experience

- Minimum of a Bachelor's degree in a related field.
- Minimum of five years' experience with a nonprofit organization in a senior management role.
- Previous experience working effectively with volunteers.
- Computer proficiency including word processing and spreadsheet software.

General Responsibilities:

Relationship to the Board of Directors: The Executive Director works with the board to fulfill the mission of SAFE.

- Leads in a manner that supports and guides SAFE's overall mission.
- Responsible for effective communications with the Board in a timely and accurate manner.
- Provide the Board with all necessary information so the Board can properly function and make informed decisions.

Lead SAFE's Vision to Develop and Implement a successful Community Based Asset Development Model (ABCD)

- Lead a comprehensive strategic planning process to develop an ABCD model within the framework of a faith-based organization.
 - Build community capacity:
 - Mobilize individuals, associations and organizations to come together to realize and develop their strengths to change.
 - Change the paradigm from dwelling on the need, deficiencies and problems within our community to building on assets already within our community
 - Determine pathways to find ways people can contribute, participate, and be involved in local development and prosperity.
 - Actively participate in ADCD workshops and training programs that are available through institutions such as DePaul University.
 - Research and identify other successful ABCD programs and replicate, as much as possible, the elements to that lead to their success.

Financial Oversight & Responsibilities: The Executive Director establishes and sustains resources sufficient to ensure the financial health of SAFE.

- Responsible for fundraising and developing sources of income to support SAFE's mission, including leading and overseeing all the activities related to Grants; identifying the application process and appropriate accountability for all grants received by SAFE.
- Responsible for the preparation of an annual operating budget that includes staffing and required capital expenditures to support SAFE's mission.
- Responsible for sound fiscal management that results in a positive and healthy financial position.
- Assure contracts, service agreements and major purchases are procured and monitored in accordance with Internal Controls and Board policy.
- Approve payments of invoices, debts and other obligations assuring signatures are in accordance with Board policy.
- Actively practice cost containment and recommend appropriate utilization of facilities, equipment, materials and products to minimize cost.
- Work closely with SAFE's Treasurer on all the financial affairs and aspects of SAFE's accounting, budgeting, forecasting, monitoring and all other financial reporting functions

Operations: The Executive Director oversees and implements physical, financial and human resources to ensure that the ministries of SAFE operate efficiently and effectively.

- Responsible for the overall administration of the food pantry operation.
 - Ensure there are adequate quantities of food available to support our constituency.
 - Oversight of Volunteers:
 - Ensure there is an adequate and active pool of volunteers that feel connected and valued and informed.
 - Provide training to ensure that all volunteers comply with all of our policies and procedures and rules of conduct and confidentiality.
 - Communicate to the Board about ways volunteer coordination can be supported, modified and improved.

Human Resources: The Executive Director ensures that all of our personal policies and procedures are in full compliance with SAFE's Employee Manual.

- Maintain a safe and healthy workplace.
- Hire, train, direct, evaluate, reward and discipline staff in accordance with Board policies and applicable laws. Address complaints and resolve problems. Assist staff members in setting up and implementing individual development and performance goals.
- Monitor and make recommendations regarding ongoing organizational staffing needs.
- Establish high standards of conduct and job performance for staff and volunteers by leading by example.

Fundraising Oversight: The Executive Director effectively oversees all aspects of maintaining, growing, expanding and communicating with our donor base of individuals, organizations, institutions, endowments and identifying and pursuing existing and new revenue opportunities.

- Research grants that are available to fund our mission statement.
 - Complete the applicable application process.
 - Adequately monitor all expenditures associated with a specific grant to ensure that SAFE is in compliance with both the 'letter' and the 'spirit' of the grants we were awarded.
- Conduct community fundraisers and other special fundraising events.
- Ensure timely and meaningful acknowledgment of all donations (in-kind and financial.)
- Cultivate positive relationships with key stakeholders.
- Explore new sources of revenue.

Education and Missions:

- Serve as S.A.F.E.'s primary spokesperson to all constituents, the media, and the general public. Build relationships with other non-profit agencies, including local churches
- Has overall responsibility for all external forms of communication including social media and SAFE's website, flyers, newsletters and brochures.
- Take the story of hunger insecurity, poverty, and SAFE to churches, youth groups, school groups, businesses, civic clubs, and other organizations for the purposes of raising awareness, inviting people to participate, empowering the community, and motivating a response. Invite others to share this responsibility.

Administrative Matters:

- Work closely with the Board of Directors to seek their involvement in policy decisions and other strategic matters that require their involvement.
- Work with the Board to develop and implement strategic planning goals and objectives.
- Report to Board of Directors at monthly Board and Committee meetings as well as through telephone and e-mail communications to ensure awareness of activities, issues and needs pertinent to operations, administration and development activities.
- Submit monthly reports to the Board and attend all scheduled Board meetings as an ad-hoc board member. (Voice-no vote.)