

MyCityCare Executive Director Job Description

TITLE: MyCityCare Executive Director

POSITION OVERVIEW:

The Executive Director (ED) is responsible for the overall leadership, strategic vision and daily operations of a growing nonprofit organization dedicated to supporting individuals in need. As a small and developing organization, the ED will work closely with interested individuals and representative of the RAC Board of Directors to establish the organization's mission, create impactful programs and manage all aspects of the organization including hands-on tasks.

This is a Part-Time (1 day per week) role currently. However, as the organization grows and funding becomes available expansion is anticipated.

ESSENTIAL DUTIES AND RESPONSIBILITIES:**1. Strategic Leadership and Vision**

- Lead the organization in fulfilling its mission to aid and support to people in need,
- Develop and execute a strategic plan to guide the nonprofit's growth, ensuring alignment with the organization's values and objectives
- Collaborate with the Board of Directors to establish goals, create policies and monitor organizational performance.
- Cultivate partnerships with community leaders, government agencies, and other nonprofits to amplify the organization's reach and impact.

2. Operational Management

- Oversee the day-to-day operations, including hands-on management of projects, administrative duties and direct support activities.
- Establish and maintain operational budgets, maintaining a focus on financial sustainability
- Recruit, train and oversee volunteers and staff members

3. Fundraising

- Lead fundraising efforts, including grant writing, donor cultivation, and event planning to secure funding and grow the organization's budget.
- Develop and maintain relationships with donors, foundations, and corporate sponsors, fostering a culture of giving and gratitude.
- Manage financial reporting, budgeting and planning to ensure transparency and sustainability.

4. Program Development and Community Engagement

- Design, implement and evaluate programs that meet the immediate needs of the community and align with the organization's mission.
- Build partnerships with local community organizations, churches, businesses and stakeholders to expand resources and reach.
- Maintain a hands-on approach to program delivery, working directly with those in need and gaining a close understanding of their challenges and opportunities.

5. Communications and Advocacy

- Act as the primary spokesperson for the organization, communicating its mission and impact through public appearances, social media and digital content.
- Develop a strong brand identity and maintain consistent communication with supporters, donors and community.
- Advocate for policies and initiatives that support the organization's mission and benefit the individuals it serves.

QUALIFICATIONS:

- Must have a strong personal commitment to Christ and a desire to minister to people.
- Must have a Biblical lifestyle appropriate to this position
- Must be a regular church attendee and member of RAC with a consistent record of financial giving.
- Must have a professional attitude and work ethic
- Must have the ability to deal with the public in a Christ-like manner
- Must be involved with volunteer work above and beyond as a member of the church
- Must be able to maintain confidentiality

*From time to time, this job description may be altered or added to be agreement between the Supervising Pastor and the person holding this position.