



Position title: Executive Director
Reports to: Board of Directors
Status: Full Time, exempt position

Job Purpose:

The Executive Director provides enthusiastic leadership and inspiration to the Board of Directors and staff of Faithful Friends and represents the Christian faith-based organization to the community in a positive and engaging manner. The Executive Director is key to ensuring the necessary financial resources for the ongoing growth to provide the highest quality support to churches, mentors, children and the broader community. The Executive Director will spend 80% of his/her time on resource development including cultivating financial partners and fundraising and 20% of his/her time on leadership and management.

Key Responsibilities:

- Oversee strategic planning and implementation
- Managing key relationships with financial donors, churches and community partners
- Raise funds and engage others in fundraising activities
- Lead and manage Faithful Friends staff and contractors
- Provide financial oversight
- Manage the Faithful Friends office and nonprofit business operations, systems and processes
- Manage Board of Directors activities

Financial Management, Human Resources, Administrative

- Monitor and drive financial performance, including revenue and expenditures.
- Ensure accurate and timely communications with the Board of Directors and staff.
- Maximize human resources; ensure the effective supervision, guidance, development and evaluation of all staff, and a work environment that results in positive morale and employee retention.
- Maximize organizational effectiveness without compromising Program and organizational performance.

Duties and Tasks

- Implement fundraising and public relations activities
 - Represent the organization in the community
 - Oversee engagement of staff and Board members in fundraising activities
 - Lead fundraising events



- Write grants in coordination with Development Manager
- Support an effective Board of Directors
- Develop Board and Committee meeting agendas
- Ensure staff representation at board meetings
- Oversee implementation of strategic and fund development plans
- Support recruitment and training of new Board members and staff
- Support annual evaluation process
- Manage Faithful Friends office and operations
 - Develop and oversee implementation of systems, policies and procedures
 - Ensure fiscal and data management systems and legal compliance
 - Coordinate development of budgets and financial reports
 - Ensure reports are created and filed in a timely manner
- Manage employees and contractors
 - Coordinate employee work to ensure comprehensive delivery of services based on best practices
 - Ensure current job descriptions that reflect duties and responsibilities
 - Lead performance planning and review process
 - Meet regularly with the Program Coordinator and Development Coordinator
 - Provide timely direction and information

Preferred Knowledge, Skills and Abilities:

- Excellent fundraising, people and communications skills
- Passion and heart to serve all people
- Nonprofit management
- Self-motivation with demonstrated ability to work with a team
- Computer skills with proficiency in Microsoft Office Suite, QuickBooks and database management

Qualifications: Four-year college education preferred with minimum five years nonprofit experience, or equivalent combination of education, training and experience. As the leader of the Christian faith-based program, qualified candidates will be Christians.

Please send resume with cover letter to: justin.tucker@faithfulfriendspdx.org