**Executive Director – Shepherd's Center of Charlotte**

**Position Reports to:** Board of Directors

**Position is:** Full Time

**Annual Budget:** $200K +/-

Salary Range: $70,000 - $80,000

Benefits: This position does not provide medical/dental/vision or 401K benefits

To apply: Please email your resume and cover letter (optional) to the search committee at kbb0412@gmail.com. Include your Full Name and 'SCC ED Application' in the subject line.

***Position Summary:***

The Executive Director is the key management leader of The Shepherd's Center of Charlotte. The Executive Director is responsible for overseeing the administration, programs, and strategic plan of the organization. Other key duties include fundraising, marketing, and community outreach. The position reports directly to the Board of Directors.

The Shepherd's Center of Charlotte is a respected and valued resource to local seniors. SCC offers programs that promote socialization, learning opportunities, and travel adventures at a minimal cost. We also offer services at no cost, such as transportation to medical appointments, SHIIP Medicare counseling, and federal and state income tax preparation.

The majority of the Shepherd's Center's offerings are provided by volunteers, which allows the organization to provide high-quality programs and services at minimal to no cost. SCC currently employs three full-time staff members. In addition to staff management and oversight of day-to-day business operations, a major responsibility of the Executive Director is fundraising. The majority of the organization's funding comes from grants, foundation gifts, individual contributions, special events, and program fees.

**LEADERSHIP RESPONSIBILITIES**

**Board Governance:**

* Responsible for leading Shepherd's Center of Charlotte (SCC) in a manner that supports and guides the organization's mission as defined by the Board of Directors.
* Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and make informed decisions.

**Financial Performance and Viability:**

* Responsible for fundraising and the development of revenue necessary to support SCC's mission.
* Responsible for the fiscal integrity of SCC, including development and oversight of the annual budget and monthly financial statements, which accurately reflect the organization's financial condition.
* Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintains the organization in a positive financial position.

**Organization Mission and Strategy:**

* Responsible for implementation, oversight, and execution of SCC's programs that carry out the organization's mission.
* Responsible for strategic planning to ensure that SCC can successfully fulfill its mission into the future.
* Responsible for the enhancement of SCC's image by being active and visible in the community and working closely with other professional, civic, and private organizations.

**Organization Operations:**

* Responsible for the hiring and retention of competent, qualified staff.
* Responsible for the effective administration of SCC's operations.
* Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of SCC.

**KEY JOB RESPONSIBILITIES**

* Report to and work closely with the Board of Directors on policy decisions, fundraising strategy, financial oversight, and other elements essential to the organization's success.
* Supervise and collaborate with staff.
* Manage strategic planning and implementation.
* Responsible for planning and implementation of the annual budget
* Serve as SCC's primary spokesperson to the organization's constituents, the media, and the public.
* Establish and maintain relationships with sponsor and partner organizations to enhance SCC's Mission.
* Oversee fundraising and development of contributed income and other revenues.
* Oversee marketing and other communications efforts.
* Oversee organization Board and committee meetings.
* Establish employment and administrative policies and procedures.
* Other duties as assigned by the Board of Directors.

**PROFESSIONAL QUALIFICATIONS**

* Bachelor's degree required.
* Minimum of three or more years of nonprofit experience, including direct fundraising experience.
* Experience working with a Board of Directors.
* High-level strategic thinking and planning.
* Ability to envision and convey the organization's strategic plan to the staff, Board, volunteers, and donors.
* Ability to effectively communicate the organization's mission to donors, volunteers, and the overall community.
* A history of successfully generating new revenue streams and improving financial results.
* Previous success in establishing relationships with individuals and organizations of influence, including funders, partner agencies, and volunteers.
* Solid organizational abilities, including planning, delegating, program development, and task facilitation.
* Strong financial management skills, including budget preparation, analysis, decision making, and reporting.
* Strong written and oral communication skills, public speaking ability, and work ethic.