

DEEP ROOTS
EXECUTIVE DIRECTOR
Job Description

\$48,000 - \$55,000

Full - time

The Executive Director (ED) is responsible for direct oversight of all facets of both the residential program at Clairvaux Farm (CF) and all of the outreach programs. Oversees fiscal and personnel management including fundraising and grant work. Represents Deep Roots (DR) at community activities and networks to expand DR's partnerships. This role is accountable to the Board of Directors (BoD.)

A summary of the ED's responsibilities includes, but is not limited to:

GOVERNANCE, BOARD ADMINISTRATION AND SUPPORT

- The ED participates as a non-voting member of the BoD, attends all board meetings and contributes to the development of Board agendas.
- Establishes a solid working partnership with the BoD, prepares and presents materials for Board meetings and implements BoD directives.
- The ED also serves as resource staff to Board Committees, as required and requested by the BoD.
- Effectively articulates the mission, vision, philosophy and programs of DR. Helps generate increased awareness and understanding of DR by establishing and maintaining effective communications.

PROGRAM DEVELOPMENT

- Establishes, implements and periodically reviews policies and procedures for DR and its individual programs.
- Leads the development of a five-year strategic plan with input and support from BoD and staff.
- Assumes responsibility for the management and implementation of the strategic plan; oversees evaluation and impact by establishing solid metrics.

GENERAL OPERATIONS AND COMMUNICATIONS

- Recruits, hires, supervises, motivates, and evaluates staff; creates a high-performing team.
- Develops an Annual Report and other publications, as needed.
- Provides administrative oversight of the day-to-day activities, events and challenges.
- Provides oversight and monitoring of the family shelter (CF) and outreach programs, and proactively implements changes as the need arises.

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- Assists with case management duties when such actions are critical to fulfilling program and/or grant requirements.
- Assures facilities are maintained appropriately.
- Attends community meetings in order to build and maintain working relationships with other agencies, donors and community partners.
- Oversees content on DR's website; produces, contributes and distributes the bi-monthly newsletter, writes articles and provides information for the media, as requested and appropriate, with approval from the BoD.

GRANT WRITING AND FUNDRAISING

- Seeks opportunities for grant applications aligned with DR's mission,
- Sets up program evaluation system necessary to meet grant financial, timeline and reporting requirements.
- Expands local revenue-generating and fundraising activities to support existing program operations and expansion.

FINANCIAL AND LEGAL

- Oversees processing all financial matters including, but not limited to: payroll and tax payments, payment of bills, recording of revenues, monthly reports to the BoD, and the submission of all of local, state and federal financial reports.
- Ensures proper segregation of duties through adherence to a written financial policy specifying general and internal controls.
- Maintains the organization's positive financial outlook in respect to revenues, expenditures and budgeting, with all decisions based on regulatory authority (such as governmental regulatory authorities, grant requirements and timelines) and BoD actions.
- Manages the budgets of each program and consistently seeks cost-effective changes that create the greatest social impact.

OTHER

- Promotes, models and facilitates DR's Statement of Faith.

REQUIRED SKILLS:

- Demonstrated track record of leading through vision and values
- Applied integrity in all aspects of work

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- Demonstrated care and compassion for homeless children and families
- Proven ability to work in church and faith community settings
- Excellent oral and written communication skills
- Ability to create a working team environment
- Ability to analyze and prioritize information before taking appropriate action
- Proficient in Microsoft Office Suite, Database, Internet and Website maintenance
- Knowledge of marketing through social media outlets
- Ability to manage conflicts and work collaboratively

REQUIRED EDUCATION & EXPERIENCE:

- Bachelor's Degree, preferably in Social Work, or six years' equivalent experience
- Grant Writing: one year
- Management: three years

Send applications to: ed@deeprootsinc.org