



## **Position Description: EXECUTIVE DIRECTOR**

Status: Full time, overtime exempt, 40+ hours  
Location: St. Louis

Classification: Administration  
Supervisor: Board of Directors

### **Summary:**

The Executive Director ensures that Humanitri lives its mission *as Christ's hands of mercy, helps individuals and families in crisis to achieve stability, independence, and dignity in a safe environment.*

### **Primary Responsibilities:**

The Executive Director must effectively perform and / or delegate the following responsibilities:

**VISION AND STRATEGY:** Set and align the agency around Humanitri's vision and strategy, in partnership with the Board of Directors.

**DEVELOPMENT:** Gather private donors, congregation support, grants, contracts, and new revenue sources to raise funds for Humanitri; Engage and cultivate relationships with current donors; Utilize direct mail, events, and other development channels.

**COMMUNICATION:** Build congregational, community, and civic relations to grow awareness, support, and involvement with Humanitri's mission. Activities may include public relations, branding, marketing, networking, strategic partnering, public speaking, and regular donor communication.

### **ORGANIZATIONAL EFFECTIVENESS:**

- Administration: Lead and manage personnel, including all human resources functions (e.g., staffing); Manage any insurance, legal, and technology needs.
  - Programs: Strategically position our programs; Oversee program development, evaluation, and promotion to foster growth and limit liabilities.
- Fiscal Oversight: Manage budgeting, finance, payables, receivables, resource management, cost containment, stewardship skills for sustainable growth.

**BOARD OF DIRECTORS:** Collaborate with Board members and committees as appropriate to build effectiveness of the organization. Assist Board President in development of board agendas, creation of financial reports, operational status reports, and other relevant materials. Assist in identifying potential candidates for Board membership. Work with Board to establish Executive Director's annual goals for performance evaluation.



## **Requirements:**

The Executive Director must meet the following requirements:

### **EXPERIENCE:**

- Demonstrated success as an Executive Director (or similar role) of a nonprofit agency, and/or senior leadership position in a for-profit business.
- Experience working with families and children from a wide variety of backgrounds.
- Vision and Strategy: Demonstrated ability in both strategic and operational planning.
- Development: Evidence of success in donor and business development, especially in fund raising task forces or development councils; Experience recruiting new donors as well as maintaining, cultivating, and growing current donor relationships. Experience with writing proposals and grants.
- Communication: Experience overseeing the development and execution of marketing and public relations campaigns.
- Organization Effectiveness:
  - Evidence of success in building non-profit systems and processes in a growing organization.
  - Demonstrated leadership and teamwork; Highly organized with ability to manage priorities and coordinate multiple initiatives simultaneously.
  - Experience using financial statements to focus budgeting and financial management.
  - Experience working with and managing clinical professionals.
- Technical Skills: Proficient with Microsoft Office suite, email, and donor management software / CRM systems.

**FAITH:** Familiarity with Lutheran Church preferred but not required

**EDUCATION:** Bachelor's degree preferred; advanced degree in non-profit or business-related field preferred.

**BACKGROUND:** We require all applicants who are offered employment to undergo a background check that will verify all information provided, including criminal record and credit check.

**REFERENCES:** Please provide three (3) references that can speak of your relevant abilities, with a specific focus on your fundraising abilities.

Humanitri was formed as a 501c3 not-for-profit in 2006 when three Lutheran social ministries merged. We serve families in need of transitional and permanent housing; inmates and the families of the incarcerated; young and single-parent families, their children; and families in need.