



Job Title: **Executive Director**

FLSA Status: Exempt

Status: Full Time

Reports to: Board of Directors Executive Committee

POSITION SUMMARY:

This position leads the work of Akron Youth Mentorship, (AYM) a nonprofit committed to mentoring youth with biblical teaching to make life's eternal, emotional, educational and occupational decisions. In partnership with the Board of Directors, the Executive Director is responsible for our strategic direction and achieving impact. The AYM Executive Director will possess financial wisdom and skills to generate resources for financial support, managing donor and volunteer relationships and overseeing the administration of all finances, programming, marketing, operations and compliance under the policies, directives and guidelines established by the Board of Directors. The Executive Director will leverage the power of relationships and networks, collaborating across private and public sectors to help youth make the best decisions every moment of every day.

The Executive Director is directly accountable to the Board Executive Committee for executing the job description, and exercising "Competencies and Character", creating a culture exemplary of our core values; 1) Faith, 2) Community, 3) Resilience, and 4) Leadership.

ESSENTIAL FUNCTIONS:

1. Provides support and leadership to the Board of Directors as its executive officer, implements its policies, plans and directives, and reports to the Board on matters affecting the organization. Acts as a resource to the Board and its committees on policy development, planning and financial development and helps Board members understand and appreciate their role and responsibilities.
2. Provides leadership in securing needed resources for current operations, capital improvement, community development and long-term financial stability. Oversees the long-term development of AYM's resources.
3. Provides leadership to the organization's philanthropic efforts, maximizing community partnerships, engaging volunteers, and cultivating and soliciting donors and community leaders. Effectively and passionately communicates the purpose and programs of AYM.
4. Oversees AYM's operations and programs. Collaborates with the Board and staff to anticipate and address community needs. Fosters a climate of innovation to develop youth-focused programs. Spearheads the development, communication and implementation of effective strategies and processes. Gains buy-in from stakeholders.
5. Directs the staff to carry out initiatives, assignments and programs under the approved strategic plan and annual budget. Ensures a positive workplace culture and an effective staff organization.
6. Directs the development of the strategic plan and assures the accomplishment of organizational goals and objectives.
7. Communicates and collaborates with government, schools, other not-for profits, corporations and other organizations in the community. Articulates the work of AYM to the community and ensures its cause, vision, values and goals are understood.
8. Develops and maintains excellent relationships within the community and with regional, and when appropriate, national, youth-focused organizations and partners.
9. Recommends annual budget for Board approval. Ensures prudent fiscal management, reporting and controls. Oversees financial operations.
10. Any other duties as assigned by the board of directors.

CHARACTER (EXECUTIVE LEADERSHIP):

Resilience: Deals effectively with pressure; remains optimistic and persistent, even under adversity. Recovers quickly from setbacks. --- Maintains composure and direction in high pressure situations, accepts constructive

feedback in a productive manner and adjusts behavior accordingly, offers positive feedback to those in your care, and capable of maintaining a positive attitude when others don't respond well. --- Encourage others to stand strong in the face of adversity

Accountability: Holds oneself accountable for measurable, high-quality, timely, and effective results. Determines objectives and sets priorities. Accepts responsibility for mistakes. Complies with established policies, process, and procedures in accordance with all Best Practices. --- Investigate conflict or missteps in policy, procedure or conduct and encourage individuals to take responsibility. --- able to hold team accountable to achieving impact with care for youth

Interpersonal Skills: Treats others with courtesy, sensitivity, and respect. Considers and responds appropriately to the needs and feelings of different people in different situations including students, parents, staff, volunteers and others always but especially while representing AYM. --- Coach van drivers in healthy interaction ---Culturally competent to engage and care for people from different backgrounds and contexts

COMPETENCES

1. Leadership and Management:

- Visionary Thinking: Ability to maintain a clear and inspiring vision for the organization and effectively collaborate with key stakeholders, board members, staff and the community to gain buy-in and support. Able to passionately articulate AYM's impact and mission.
- Strategic Planning: Formulate and implement long-term strategies that advance AYM's mission and adapt to changing circumstances.
- Board and Team leadership: Skilled in motivating, managing and developing a team, including staff, volunteers, and board members. Able to create structures of accountability, provide feedback, address conflict, and mutual respect.
- Decision-making: Possess strong judgement in making strategic decisions that align with AYM's goals and objectives.
- Collaborator: Brings diverse groups of people from varied backgrounds and contexts into mutually beneficial relationship and networks for the good of serving our youth.

2. Fundraising and Development:

- Skilled in creating and implementing fundraising strategies, cultivating and building relationships with donors, sponsors, foundations, and corporations to secure funding and other sources of revenue for AYM.
- Able to identify grant funding opportunities, write, submit and execute commitments for grant funding. Able to effectively report impact and build relationships with funding organizations, locally, regionally, nationally.
- Experience with donor management systems, Donor Perfect preferred.

3. Financial Acumen:

- Budgeting and Financial Management: Expertise in developing and maintaining budgets, forecasting, cashflow management, understanding financial statements and proactively ensuring AYM's financial health.
- Presentation: Able to effectively present and communicate financial status, projections, trends, and recommend actions either corrective or additive for stable financial health.

4. Communication and Advocacy:

- Public Speaking and Communication: Outstanding communication skills to represent AYM to the community, key stakeholders, networks, funders and donors, volunteers, youth and media.
- Advocacy: Ability to advocate for AYM's mission and youth to various audiences.

5. Operational Management:

- Program Development and Evaluation: Skilled in developing, implementing, coaching staff, and evaluating programs to ensure AYM is having a meaningful impact in helping youth make the best decisions every moment of every day.
- Volunteer Engagement: Able to recruit, coach, equip and care for volunteers who engage AYM youth to help achieve our mission. Able to bridge class, racial, and cultural differences, bringing diverse groups together in harmony.

- Compliance and Risk Management: Knowledge of legal and regulatory requirements relevant to AYM and able to identify and resolve risks associated with AYM's operations and assets.
- Process Improvement: Able to evaluate operational processes and systems to ensure the best stewardship of AYM resources to achieve impact.

QUALIFICATIONS:

1. Bachelor's degree in business, human or social services, teaching, or related field is preferred.
2. Five or more years leadership experience, preferably in the youth services and/or not-for-profit sector, including strategic planning, board and volunteer development, philanthropic development and direct management of teams.
3. Ability to attract, retain, lead and motivate quality staff and volunteer leadership.
4. Knowledge and understanding of community resources and the ability to engage and partner these resources to meet strategic objectives.
5. Respected as a peer to other top-level community leaders.
6. Demonstrated commitment to the mission and cause of the AYM and uphold its values and ethics.
7. Ability to relate effectively to diverse groups of people from all social and economic segments of the community. Demonstrated experience in community relations.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____