

COMMUNITY MARRIAGE BUILDERS (CMB)

POSITION TITLE EXECUTIVE DIRECTOR

This is a full-time staff position. The Executive Director works in partnership with the Board of Directors and the staff to provide leadership, vision, and direction for the organization and to develop organizational strategy. The Executive Director implements policies approved by the Board of Directors, manages the organization's programs and operations, and represents the organization in the community.

PREREQUISITES FOR POSITION

- A passion for marriage.
- Bachelor's degree required; Master's degree preferred.
- A minimum of 2-5 years managing a non-profit organization.

WORK EXPERIENCE

- A minimum of 2 years experience in the marriage and family field.
- A proven track record of leading and inspiring the organization through growth and challenges.
- Fiscal management and budgeting experience.
- Experience in staff management.
- Demonstrated skills in fundraising.
- Excellent oral and written communication skills including public speaking to small groups and audiences of 1000.
- Excellent donor and public relations skills.

WORK REQUIREMENTS

General

- Report to the Board of Directors.
- Believe in the Mission and Covenant of Community Marriage Builders.
- Direct and formulate the plan for achieving the organization's philosophy, mission, strategy, annual goals, and objectives.
- Assume responsibility for the organization's consistent achievement of its mission and financial objectives.
- Ability to work closely with all CMB constituents including but not limited to governmental agencies, community organizations, businesses and faith-based organizations.
- Maintain a working knowledge of all CMB marriage education programs.
- Attend continuing education in marriage and family.
- Facilitate FOCCUS follow-up sessions.
- Perform other duties as directed by the CMB Board of Directors.

Management and Administration

- Serve as the primary organization planner, setting goals and objectives and developing projections of needs and funding.

- Oversee the planning, development, implementation, and evaluation of programs and services that support the mission.
- Develop and maintain records and reports on programs and services provided by the organization.
- Evaluate program improvements and recommend policies to the Board of Directors.
- Comply with all local, state, and federal legal requirements.
- Ensure that written internal procedures and controls are followed.

Fiscal

- Lead the staff and Board of Directors in developing a realistic annual budget, and making financial decisions consistent with the budget as approved by the Board of Directors.
- Oversee the flow of funds to ensure steady progress toward goals, achievement of the mission, and to cover operational needs.
- Maintain an accounting system that meets all federal, state, and local compliance standards.
- Provide regular, timely internal financial statements to the Board of Directors that compare performance to budget and to the previous year or other benchmark.
- Work with the Board of Directors and Director of Development to conduct multiyear financial analysis, analyze trends, and discuss financial stability, sustainability and the development of adequate operating reserves.
- Ensure compliance with funding sources and regulatory requirements including Federal grants.
- Arrange for annual audit.

Development

- Seek funding and/or resources from a broad range of sources.
- Work with the Director of Development to lead fundraising efforts, including proactively seeking funding from grants, supporting the Board of Directors' involvement in fundraising, personally cultivating and soliciting donors, and implementing fundraising plans and policies approved by the Board of Directors.

Personnel

- Develop a staffing structure that supports the efficient delivery of programs and services, accomplishment of major goals identified in the strategic plan, and effective overall management.
- Implement appropriate personnel training and development that ensures qualified human resources necessary for the achievement of the organization's mission, goals, and objectives.
- Undertake and oversee all personnel actions for CMB staff within guidelines/policies set by the Board of Directors.
- Work with the Personnel Committee to hire and manage the staff, including the implementation and ongoing revision of personnel policies approved by the Board of Directors and managing the staff performance review process.
- Maintain a climate that attracts, keeps, and motivates top-quality people — both professional and volunteer.
- Hold weekly staff meetings and oversee office activities.
- Ensure proper (legal) hiring and termination procedures.
- Establish and maintain a personnel records system.
- Supervise the Director of Development, Project Director and Office Manager.
- Identify Marriage Counselors for referrals.

Board Relations

- Develop agendas for the Board of Directors meetings with the help of the board chair.
- Communicate the condition of the organization and all important factors to the Board of Directors.
- Work with the board chair to ensure effective and efficient board committee structure.
- Work with board committees to develop a calendar of events.
- Report to and make monthly reports to the Board of Directors.
- Assist in recruiting and training new board members.

Public Relations

- Serve as the chief spokesperson for the organization and ensure proper representation to its various constituencies.
- Provide oversight for overall organizational communications plan.
- Present CMB to the public and work to create and identify opportunities that will enhance organizational visibility and credibility.
- Maintain a pro-active and responsive approach to all public relations opportunities.
- Support organizational partnerships and key relationships on behalf of CMB throughout the community including but not limited to relationships with partner organizations, policymakers, faith communities, state and national leadership (e.g., Chamber of Commerce, Interdenominational Minister's Alliance, Thursday Pastor's Group, Downtown Ministers Association).
- Assist in the planning and production of the CMB newsletter.
- Ensure that the weekly CMB marriage column is written.
- Ensure that the weekly one minute CMB radio Marriage Moment is written and recorded.
- Represent the organization by participating in key associations and organizations, serving on committees and advisory groups, and speaking in public settings.
- Represent CMB in television, newspaper, radio and other media interviews.
- Speak in churches to promote the mission of CMB.
- Work with the Director of Development to design and implement brochures and promotions.

PERSONAL REQUIREMENTS

- If married, be in a healthy marriage.
- Be a person of high moral character and adhere to high ethical standards, both personal and professional.

Revised: 07-25-2008