



Job Description: Executive Director

Position Overview:

Neighbors Plus seeks an accomplished leader to serve as the next Executive Director. As Executive Director, you will oversee ministry operations and staff, drive fundraising efforts, and provide strategic direction. Working alongside the Board of Directors, you will collaborate with other local agencies, promote the growth of Neighbors Plus, and work alongside families, individuals, and community members with a compassionate, loving heart.

Overview & Qualifications:

- A deep passion for serving others.
- Willing to integrate into the church life of Harderwyk Ministries CRC.
- Bachelor's degree in nonprofit administration, communication, or related field and experience.
- Excellent organizational and writing skills.
- Experience in non-profit administration.
- Fundraising experience, including grant writing and event planning and preparation.
- Financial acumen.

Responsibilities:

1. Neighbors Plus Board of Directors
 - a. Recruitment and orientation of new Board members.
 - b. Promote Board involvement in ministries and events.
 - c. Attend and prepare for monthly Board meetings, working in collaboration with Board President and Board Treasurer.
2. Program Development
 - a. Set goals and strategies for program areas and evaluate effectiveness.
 - b. Investigate new opportunities to fill a specific need.
 - c. Network with community agencies.
3. Personnel
 - a. Recruit staff and supervise training for program leadership.
 - b. Supervise program leaders and their ministry development.
 - c. Encourage volunteer roles in all programming.
 - d. Provide coaching and professional development to staff members.

4. Finances & Fundraising

- a. Develop a diversified fundraising approach to support the organization's work.
- b. Assure that funds are planned and used appropriately.
- c. Work with the Board Treasurer to ensure regular and accurate reporting to the Board.
- d. Develop annual budget in accordance with program needs.
- e. Plan and prepare annual fundraising event.

5. Publicity

- a. Communicate the mission, work, successes, challenges of the organization to constituents.
- b. Write and publish monthly Informs.
- c. Update websites (Neighbors Plus & Park2Park) as needed.
- d. Create and publish annual report snapshot.

Position Details:

- Reports to the Board of Directors.
- Status: full-time, salaried, exempt.
- Occasional night and weekend responsibilities.
- Salary commensurate with experience.