Menchville House Ministries, Inc.
Executive Director Abbreviated Job Description
The Mission of Menchville House is to help homeless families return to self-sufficiency by providing a temporary home and supportive services.

Position: Executive Director
The Executive Director provides leadership, vision, direction, and administration for the Organization in fulfilling its mission. The Executive Director is the primary representative of the Organization in the community. The Executive Director is passionate about helping our residents go “from hurt to hope”.

Key Accountabilities in brief:
- Ensures the Organization’s mission and vision are practiced throughout the Organization.
- Oversees Human Resource Administration.
- Keeps the Board of Directors informed of programs, funding, and organizational changes.
- Guides and leads Board with developing and executing strategic plans.
- Prepares agenda and monthly reports for Board meeting.
- Attends monthly board meeting.
- Prepares and implements an annual budget.
- Demonstrates leadership through strategic planning.
- Ensures that annual and long-range plans are developed and implemented and that goals and objectives are achieved.
- Oversees community relations.
- Ensures ongoing utilization and evaluation of service programs.
- Directs Fiscal Management: Responsible for the consistent achievement of financial objectives. Approves and monitors all financial and accounting activities for the organization.
- Prepares the annual budget.
- Serves as the primary signatory of all contracts and agreements involving the Organization.
- Responsible for fund development including fundraising and grant writing.
- Develops public relations plan and serves as spokesperson for the Organization.
- Represents the organization at conferences and conventions as required.
- Oversees facilities and ensures sufficient security, upkeep and repairs.

Ideal Candidate Qualifications:
- The fully qualified candidate will possess an undergraduate degree in human services, non-profit, business or public administration, related field or demonstrated equivalency (e.g., certifications). Master’s degree in the same fields is preferred but not required.
- A minimum of ten years of experience in management or leadership roles within an organization preferred.
- Previous success with personnel, fiscal and fundraising management.
- Grant writing experience and ability.
- Experience and/or direct responsibility for financial budgeting and oversight of organization’s budget and finances.
- Strong relationship development and leadership capabilities.
- Ability to engage the media and sustain government and public support for the agency.
- Knowledge and experience using office equipment and Microsoft Office software applications.
- Five years’ experience as a CEO or Executive Director of a non-profit organization is preferred, but not required.
- Knowledge of available supportive services for children and adults.

To Apply: Send Resume and Cover Letter to Board of Directors Chair, Leanne Crist at mhmadmin@menchvillehouse.com by September 14, 2022.