

Pivot Executive Director Position

As Approved February 19, 2024

As the leader of Pivot Ministry, Inc., the Executive Director is responsible for overseeing the administration, finances, programming, vision and strategic plan of the organization. Other key duties include fundraising, marketing, and community outreach. The position reports directly to the Board of Directors.

GENERAL RESPONSIBILITIES

1) Organization Mission and Strategy: Works with the Board and Staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.

- Has a passion for Pivot's mission and helping women achieve their potential
- Creates and implements programs that deliver on Pivot's mission
- Develops and maintains a strategic plan to ensure that Pivot can successfully fulfill its mission into the future
- Enhances Pivot's image by being active and visible in the community and by working closely with other professional, civic, faith and private organizations

2) Board Governance: Works with the Board to ensure effective leadership and effective Board operation, thereby advancing the strategic plan and ensuring compliance with the bylaws in fulfillment of the organization's mission.

- Assists the Governance Committee in identifying, interviewing and selecting Board and Committee members
- Communicates effectively with the Board and provides, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions
- Partners with Board and Committee Chairs to develop agendas for meetings
- Participates, as needed, in Committee meetings and provides information and input in an accurate and timely manner

3) Financial Performance and Viability: Provides direction on resource development to ensure the financial health and sustainability of the organization.

- Responsible for sound fiscal management and maintaining a positive financial position by operating within the approved budget, maximizing resource utilization and maintaining accurate records
- In partnership with the Finance Committee, ensures the organization's fiscal integrity by submitting to the Board a proposed annual budget and accurate monthly financial statements

- In partnership with the Fundraising Committee, leads resource development efforts by articulating the Pivot story, developing donor relations and identifying and developing alternative revenue streams

4) **Organizational Operations:** Oversees, allocates and administers appropriate resources to ensure the organization is operating in an efficient and effective manner.

- Effectively administers Pivot's operations
- Identifies, hires and retains competent, qualified staff
- Recruits, interviews, selects and retains participants, instructors, mentors and volunteers
- Ensures regular communication with key stakeholders (participants, instructors, mentors, volunteers and donors)
- Communicates regularly with alumni to maintain engagement and assist them in identifying needed resources
- Evaluates and implements additional programs for alumni, as appropriate
- Represents Pivot at events and in the community
- Speaks at churches, associations and other organizations to raise money and awareness
- Establishes and maintains relationships with various organizations, leveraging those relationships strategically to enhance Pivot's mission
- Oversees marketing and other communications efforts
- Performs other duties as assigned

Desired Professional Qualifications

- Bachelor's degree or equivalent work experience
- Experience and skill in working with a Board of Directors
- Transparent and high integrity leadership
- Ability to communicate effectively the organization's mission to Board and Committee members, donors, volunteers and the overall community
- Fundraising experience, donor relations skills and understanding of the funding community a plus
- Previous success in establishing and maintaining relationships with individuals and organizations of influence including funders, partner agencies and volunteers
- Solid organizational abilities, including strategic thinking, planning, delegating, program development and project management
- Strong financial management skills, including budget preparation, analysis, decision making and reporting
- Proficient in Microsoft Office as well as familiarity with database management and email management tools, such as MailChimp or Constant Contact
- Strong written and oral communication skills to include polished public speaking skills
- Prior nonprofit management experience and connections preferred
- Experience in teaching or training, program management, or counseling a plus
- Bilingual in English and Spanish a plus

Desired Personal Qualities

- Has a vital personal relationship with Jesus Christ and leads a Christian lifestyle
- Embraces diversity, equity and inclusion as a way to promote belonging for all
- Maintains confidentiality and demonstrates discretion
- Lives a life of character and integrity: modeling values, principles, and behaviors that lead to positive individual and community well-being
- Communicates the love of God to others based on honesty, accountability, trust, compassion, patience, and love
- Possesses strong faith-based leadership skills