

Children of the Immaculate Heart

JOB DESCRIPTION

TITLE: Executive Director
FLSA STATUS: Exempt

SUMMARY:

The Executive Director serves as the chief steward of Children of the Immaculate Heart's mission, overseeing all operations in alignment with the vision of the Board of Directors. The ideal candidate is a practicing Catholic who brings both management experience and a strategic mindset to the role. Given the organization's core mission, the candidate must have prior experience working with survivors of trafficking or those who have suffered through trauma. The Executive Director ensures operational excellence, leads and develops staff, and serves as the key liaison between the Board and staff.

Principal Accountabilities:

Specific duties and responsibilities of the Executive Director include but are not limited to:

- 1) Recruiting, hiring and training
 - It is the primary role of the Executive Director to oversee the hiring process.
 - This includes creating effective job ads, clear job descriptions with KPI's, and posting those ads.
 - The Executive Director may choose a team to be part of the interview process
 - While this may be delegated, ultimate authority to hire lies with the ED
 - The ED is responsible to ensure a robust and efficient onboarding and training program is in place for all employees.
- 2) Operations
 - It is the duty of the ED to oversee all operations.
 - Each department head reports to the ED and it is the job of the ED to ensure each department head runs programs smoothly and is equipped to do so.
 - The ED must hold each department head accountable for the successful running of their department and all compliance with state regulations.
- 3) Liaison between the Board and Staff
 - It is the responsibility of the ED to carry out the decisions of the Board
 - The ED is the liaison between the board and the staff. The ED communicates the board's decisions to the staff and the needs of the staff to the Board.
- 4) Marketing & Recruiting Management
 - The ED is responsible, along with the help of the program managers, for recruiting clients for our programs.
- 5) Fundraising and Public Relations
 - The Executive Director oversees the Marketing and Development Department.

- The ED is expected to write articles and give public talks as part of the organization's fundraising efforts.
- The ED is the voice of the organization for all media contacts.
- Oversee the management and use of the donor database.

(6) Financial Management

- Responsible for the fiscal management of all operations.
- Work with the bookkeeper and accountant to plan and implement the annual budget and financial reports.

Principal Interactions:

The primary relationships of the Executive Director include: the Administrator, Development Director, Office Manager, Program Managers, and the Board of Directors.

Education / Experience / Knowledge Requirements:

The position of Executive Director requires a minimum of a bachelor's degree and experience working with mental health patients, human trafficking victims, survivors of trauma, and non-profit management. Master's Degree preferred. Experience working with victims of sex trafficking required. Five years' experience of the supervision of staff is required. A valid driver's license from the state of employment is required.

Authority Level: All Operations

Reports to: Board of Directors

For more information on how to apply, go to www.childrenoftheimmaculateheart.org.
For additional questions, please email info@ciheart.org