



Job Description

Trails Ministries is a faith-based non-profit agency assisting those impacted directly or indirectly by the trauma of incarceration. Our holistic approach incorporates best practices and evidence-based programming and continues through the redeeming processes of personal restoration and rehabilitation.

Job title	<i>Executive Director (On Site)</i>
Reports to	<i>Board of Directors</i>

Job purpose

The Executive Director should be an enthusiastic and dynamic leader capable of creating a sustainable and effective organizational culture. The Executive Director will be responsible for providing leadership to the organization through the supervision, planning, organization, and direction of the organization's staff, operations, and programs. The Executive Director will be responsible for developing and implementing consistent inventory and cost accounting policies, procedures, and operational reporting/metrics. In addition, the Executive Director will be responsible for reporting on the organization's results to the Board of Directors and in concert with the Board of Directors

Duties and responsibilities

List the primary job duties and responsibilities.

- Responsible for leading the organization in a way that promotes mission fidelity, fiscal responsibility, and excellence, integrity, and accountability amongst all staff and within all programs.
- Develops an organizational strategic plan that provides clarity of organizational priorities, a plan for fiscal stability, and the development of organizational policies and procedures.
- Develops organizational policies, procedures, and practices that ensure the creation and reinforcement of industry-wide best practices.
- Responsible for the prioritization, planning, and direction of the organization's operations and programs.
- Develops and maintains appropriate compliance and risk-management measures.
- Provides leadership to and manages the efforts staff to ensure appropriate support of all departments and compliance with organizational expectations and best practices.
- Develops and implements consistent inventory and cost accounting policies, procedures, and operational reporting/metrics.
- Oversees and reports on the organization's results to the Board of Directors.
- Supervises the development of operations-based financial modeling.
- Coordinates and leads annual budget reviews, monthly and quarterly reviews, and periodic forecast updates with operational and senior management for all locations.
- Approves major systems implementations related to cost and inventory control.
- Retains a diverse, highly qualified staff and volunteers by providing career coaching, growth, and personal development for workers.
- Works to secure strategic partnerships that ensures that services and funding relationships are robust enough to meet or exceed strategic goals and objectives.

Qualifications

- The ability to lead and work within a Christian faith-based environment.
- Demonstrated leadership and management skills.
- Excellent organizational and administrative capabilities
- Ability to multi-task and remain adaptable in a fast-paced and fluid environment.
- The ability to work independently and take initiative.
- The ability to be solution-oriented and work collaboratively to develop creative solutions to organizational challenges and needs.

Education, Experience, and Licensing Requirements

- Bachelor's degree in management, Organizational Leadership, or related field preferred. Masters preferred.
- 5 or more years of non-profit management experience in an operational environment including supervisory experience.
- Proficient in the use of Microsoft Office
- Experience writing, obtaining, and fulfilling grants.
- Outstanding communication skills both written and oral
- Must possess clearances (Criminal Clearance, Child Abuse Clearance, and FBI Fingerprinting Clearance)
- Possess a valid driver's license and proper insurances.
- First Aid, CPR, and AED certified.

Physical Requirements:

While performing the duties of this job, the employee is occasionally required to stand, walk, sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to twenty-five pounds. Specific vision abilities required for this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

To Apply:

Please submit cover letter, resume, and references to [hiring@trailsministries.org](mailto: hiring@trailsministries.org).