



## Dove's Nest Executive Director Job Description

(40 hours per week, \$40,000 per year)

Approved by board, 10/7/2021

*Dove's Nest is committed to building a diverse space where all our faith communities are represented. We strongly encourage applications from candidates of color / candidates who have been historically disadvantaged and marginalized.*

The executive director reports to the board of directors and is responsible for helping Dove's Nest pursue its mission. The executive director focuses on the core functions of the organization and ensures that programs are designed and implemented in ways that meet the goals and objectives of the organization. Salary is based on the current financial capacity of the organization, but the board is interested in increasing salary in response to successful fundraising.

Primary points of focus:

1. Organize trainings on child protection.
2. Build relationships with congregations and denominations to expand our influence.
3. Consult with organizations looking for support.
4. Fundraise effectively.
5. Support the development of the Board of Directors
6. Lead towards the mission and vision of the agency—protecting children and youth.
7. Maintain awareness of the ways that racism, sexism, and other forms of oppression impact child safety.

In program development and implementation, the executive director will:

1. Schedule and coordinate logistics for national, regional, and local conferences, presentations, trainings, and speaking events on child protection from initial inquiries to finality.
2. Assist in managing the organization's online presence, including the website and Facebook page as well as monthly e-newsletter.
3. Establish sound working relationships and expand cooperative arrangements with partner denominations, parachurch organizations, and the general public.
4. Ensure that Dove's Nest pursues a long-range strategy to achieve its mission.
5. Communicate openly with the board regarding the condition of the organization and important influencing factors and promote the board's engagement in critical thinking, strategic planning, resource/financial development, and overall organizational wellness.
6. In consultation with the board, staff, and Speaker's Bureau, update current curricula and explore new programming with an expansive understanding of protecting children and youth. For example: review *Circle of Grace*, increase intercultural education opportunities, and create programming surrounding healthy masculinities and healthy sexualities.

In budget and finance, the executive director will **work with the board** to:

1. Be responsible for developing and maintaining sound fiscal practices.

2. Prepare a budget and see that the organization operates within budgetary guidelines.
3. Direct fundraising planning and implementation, including identifying resource requirements, researching funding sources, approaching donors, submitting grants and proposals, and maintaining fundraising records and documentation.

In administration, the executive director will **work with the board** to:

1. Provide leadership in developing and implementing program, organizational, financial plans and policies.
2. Jointly, with the president and secretary of the board, conduct official correspondence of the organization, execute legal documents, maintain official records and documents, and ensure compliance with federal, state, and local regulations.
3. Assist in developing board capacity and strength.

In relations with staff, the executive director will:

1. Be responsible for the recruitment, employment, wages, benefits, supervision, and release of all personnel, both paid staff and volunteers.
2. Manage a nationwide Speaker's Bureau and recruit, train, and supervise volunteers, matching individuals with organizational needs.
3. Ensure that job descriptions are developed, that regular performance evaluations are held, and that sound human resource practices are in place.
4. Encourage staff and volunteer development and education, and assist program staff in relating their specialized work to the mission of the organization.

### **Qualifications**

#### **Required:**

1. Passion for child and youth safety, and for child abuse and neglect prevention in faith communities.
2. Commitment to intercultural competency and anti-racism.
3. Ability to work independently and with integrity.
4. Excellent written and oral communication skills.
5. Fundraising experience.
6. Active participant in a Christian church.
7. Good technology skills: Google Docs/Drive, Microsoft Word, QuickBooks, website design, spreadsheets.
8. Clear a background check, specifically with no history of child abuse offense.
9. Willingness to travel to support the mission of the organization.

#### **Preferred:**

1. Bachelor's or Master's degree in related field, or equivalent experience
2. Administrative experience
3. Volunteer management experience

To apply, please use this [online application form](#) and send a résumé to Scott Litwiller at slitwiller@gmail.com. Thank you!