

Wesley House Community Center– Executive Director

Organization: Wesley House Community Center

Date Posted: August 22, 2017

Date Current Posting Expires: September 30, 2017

Date Position Begins: January 1, 2018

Location: 1719 Reynolds Street, Knoxville, TN 37921

Primary Category: Religious

Type of Position: Full-time

Education Requirement: Bachelor's Degree

Experience: 3+ years

Description and Details:

Wesley House Community Center, serving inner-city children and older adults, seeks an energetic, engaged, and visionary Executive Director. The Executive Director, under the direction of the Wesley House Board of Directors, is the key management leader, CEO and face of Wesley House. The Executive Director is responsible for overseeing the administration, programs and strategic plan of the organization to insure that the mission of Wesley House is achieved. Other key duties of this highly visible role include fundraising, marketing and community outreach.

Key Responsibilities:

- Responsible for communicating effectively with the Board of Directors and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
- Responsible for the fiscal integrity of Wesley House, to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
- Responsible for fiscal management that generally anticipates operating within the approved budget, insures maximum resource utilization, and maintenance of the organization in a positive financial position.

- As the chief fundraising strategist for Wesley House, the Executive Director oversees all fundraising activities and is able to draw in new donor sources while maintaining existing relationships with current Wesley House donors.
- Leads the marketing of Wesley House as a community resource worthy of donations/gifts for the operating budget and capital projects.
- Developing relationships with community stakeholders, including persons/organizations/corporations, in order to secure major gifts to Wesley House.
- Works with Board of Directors and staff to insure that the mission is fulfilled through programs, strategic planning, fundraising and community outreach.
- Responsible for the implementation of Wesley House's programs that carry out the organization's mission.
- Responsible for the enhancement of Wesley House's image by being active and visible in the community, and by working closely with other professional, civic and private organizations for the good of Wesley House.
- Responsible for the hiring, retention, and supervision of competent, qualified staff.

Qualifications

Education: A four year college degree (BS/BA) in Business, Communications, Marketing, Public Relations, Finance or non-profit administration or equivalent experience preferred.

Experience: Minimum of three years related nonprofit management experience. Demonstrated ability to develop and implement fundraising strategies, unique to nonprofit sector. Proven experience with budget management, including budget preparation, analysis, decision making and reporting. Strong organizational abilities, including planning, delegating, program development and task facilitation. Demonstrated ability to collaborate with, and motivate, Board of Director members and other volunteers. Demonstrated ability and desire to motivate and mentor children and communities served. Demonstrated ability to oversee and collaborate with staff to insure accountability Appreciation for, and understanding of, the special relationship between Wesley House and the United Methodist Church.

Other: Proficient with MS Office software, including Word, Excel, PowerPoint and Outlook. Strong public speaking and writing skills.

How to Apply / Contact

To be considered for the position, individuals must provide a letter of interest, current resume and references to:

WesleyHouseSearch@gmail.com

For additional information, including a complete job description, please email: wesleyhousesearch@gmail.com. No telephone calls, please.

*** No applications will be considered after September 30, 2017 ***