



## **Executive Director**

### **POSITION OVERVIEW:**

The Executive Director (ED) of New Leaf Resources (NLR) is ultimately responsible for the management of all agency programs, the management of all agency fiscal resources, the supervision of all staff, the provision of quality faith-based services to the community, the expansion of the organization and the execution of the New Leaf Resources' mission. He or she is hired by the Board of Directors (BOD) and is directly accountable and reports directly to the board through its elected President.

### **RESPONSIBILITIES:**

Mission – Be responsible for the consistent achievement of New Leaf's mission and financial objectives:

- Set organizational and programmatic goals and objectives and developing projections of needs and funding
- Formulate and administer all major operational policies and procedures
- Review operating results, comparing them to established objectives, and correcting unsatisfactory results
- Dispense advice, guidance, directions and authorization to carry out major plans, procedures, consistent with established policies and BOD approval.
- Work with staff and BOD members to create a vision for the development and expansion of NLR's ministry and from that be responsible for the strategic plan
- Use external presence and relationships to garner new opportunities

Management & Staffing - Promote a community-building and culturally-competent climate that attracts, retains and motivates top quality staff and volunteers, including:

- Provide a physical presence in each of the sites (Lansing, Crown Point and Wheatfield) on an agreed upon rotation
- Hire and supervise an effective management team
- Delegate authority to managers and staff members according to their job descriptions
- Oversee all employment actions, performance standards and personnel records for NLR staff, within established guidelines and policies
- Implement appropriate personnel training and development  
Encourage and support staff to select professional development activities that enhance their professional growth and that of the organization

Clinical Services – Responsible for maintaining the standards that should be practiced in a professional counseling ministry by:

- Collaborate with senior staff members who provide individual and group supervision of the clinical staff
- Oversee the development and maintenance of the professional counseling, consulting, education and prevention services of the ministry
- Hire, develop and supervise the professional staff needed to provide services
- Develop and promote new services to businesses, churches, schools and other organizations that capitalize on NLR's expertise in human relations and systems

- Be responsible for compliance with professional organization ethical standards and State of Illinois and Indiana statutes

Fundraising & Communications – Work with the BOD and key staff to develop fundraising goals and raise new funds for client assistance programs, capacity-building, and increasing NLR assets, including:

- Work with the Development team to create and implement a comprehensive funding strategy that includes individual fundraising and event(s)
- Make personal and group connections with potential donors
- Establish and maintain close relationships with a small number of key donors
- Sign all thank you letters to donors
- Be responsible for the enhancement of NLR's image by being active and visible in the community and by working closely with other professional, civic and private organizations
- Deepen and refine all aspects of communications – from web presence to external relations with the goal of creating a stronger brand

Fiscal – Oversee the adequacy and soundness of NLR's financial structure and operating budget by:

- Oversee expenditures to assure that NLR is operating within the requirements of its available resources
- Maintain an accounting system that meets all compliance standards
- Function as the executive officer on behalf of the agency in all legal matters
- Be responsible for the fiscal integrity of NLR, to include submission to the BOD of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization
- Be responsible for fiscal management that operates within the approved budget, ensures maximum resource utilization and maintenance of the organization in a positive financial position
- Be responsible for fundraising and developing other resources necessary to support NLR's mission

Facilities & Infrastructure – Ensure that ownership, leases, insurance and maintenance of NLRs facilities follow all legal and regulatory contract and loan compliance.

Board – Provide information and support that enable the BOD to fulfill its responsibilities while facilitating positive relationships between NLR management and the BOD, including:

- Acting as primary staff liaison with the Board and involving each Board member at an optimum level
- Keeping the BOD fully informed on the current condition, emerging trends and new challenges and opportunities for NLR
- Work with the President of the Board to ensure effective and efficient board committee structure and composition, appropriate Board recruitment and development and effective meeting agendas
- Be responsible for leading NLR in a manner that supports and guides the organization's mission as defined by the BOD
- Be responsible for communicating effectively with the BOD and providing in a timely and accurate manner all information necessary for the BOD to function properly and to make informed decisions

Other – The ED will perform additional duties as directed by the BOD

## **QUALIFICATIONS:**

The ideal candidate will be a proven leader, manager and professional with a deep understanding of and appreciation for how best to serve diverse communities through faith-based clinical work. The candidate will be committed to NLR staff, BOD, and the constituents they serve, as well as being savvy about managing the finances and operations for a growing non-profit Christian counseling agency. The successful candidate will be positioned to build on NLR's successes while visioning the next stage of growth and development.

### **Professional Attributes:**

- Commitment to ministry-focused counseling
- Commitment to professional counseling ethics and State of Illinois and Indiana Statutes
- At least 5 years of senior-level nonprofit leadership, fundraising, planning and management experience, including budgeting and financial management
- Clinical background strongly preferred in counseling, consulting and psycho education
- Proven track record of building an inclusive, diverse, high-performing workplace culture
- Master's degree in clinical psychology is preferred

### **Personal Attributes:**

- A personal commitment to Jesus Christ
- Commitment to NLR's mission, community and population served
- Team player, especially with staff and BOD
- Excellent judgement
- Strong communication and relationship-building skills in order to work with a wide variety of stakeholders
- Ability to prioritize and sustain the competing needs of a growing agency
- Success in working in diverse and multicultural communities