Status: Exempt
Title: Executive Director
Department: Executive Management
Reports to: Board Chair

Position Summary:
Perform functions to establish and implement Casa Chirilagua’s mission, vision, core values and strategic direction. Provide leadership in developing program, organizational, and financial plans, and ensure the sustaining value of the organization to the community it serves, determining own standards of performance within the scope of responsibility and accountable only to the Board of Directors.

Key Accountabilities:

1. Servant Leadership (25%)
   a. Love people with Christ’s love by building relationships, discipling, and encouraging spiritual vitality of staff and key community leaders.

2. Vision Casting and Strategic Direction (25%)
   a. Align the organization and its activities with Casa Chirilagua’s mission, vision, core values and strategic direction and communicate them to the broader community.

3. Financial Stewardship and Resource Development (45%)
   a. Oversee acquisition and use of organization funds; maintain and expand relationships with donor, church and community partner networks.

4. Board participation (5%)
   a. Serves as President of the board and works with the board chair to oversee board meetings and annual board activities

Essential Functions:
- Create an environment that nurtures, encourages, and sustains the overall spiritual, financial, relational and functional health of Casa Chirilagua. Participate with the Board of Directors in developing a vision and strategic plan to guide the organization.
● Guide organizational leaders and work closely with the Programs Director to ensure the alignment of activities of the organization with its mission, vision, core values, and strategic direction.

● Develop, maintain, and support a strong Board of Directors. Recruit new board members and help them identify their role. Prepare agenda and plan annual retreat. Attend all meetings, assemble Board packages, and produce Board update emails.

● Work alongside the board’s Strategic Direction committee to develop a three year strategic plan, set annual goals and attend accountability meetings to assist in reaching these goals. Ensure the effective communication of the annual plan and proactively work to ensure that Board, team members, volunteers, partners and Casa families understand the mission and vision of the organization. Assist team members in relating their specialized work to the total program of the organization.

● Establish annual budget requirements as necessary to fulfil the mission and vision of Casa Chirilagua. Collaborate with Board development committee and team members to create annual funding plans.

● Establish, build on, and maintain relationships critical to the continuing growth and achievement of the organization’s mission. Engage with partners and potential partners, donors and potential donors, community representatives, parents, church and political constituencies, to communicate the Casa Chirilagua story, mission, vision, successes and plans for the future. Review and authorize grant applications and reports.

● Spearhead fundraising and resource development to provide the resources necessary for the fulfillment of all organizational activities. Oversee the Development Director and Board Development Committee in the execution of Casa’s annual strategic development and fundraising plan. Work to expand the existing donor base of the organization. Review and authorize grant applications and reports.

● Oversee development of programs to positively impact fundraising, public relations and community involvement and continually evaluate program effectiveness. Represent Casa Chirilagua in the community. Communicate the mission and vision within and outside the organization. Review and authorize all major organizational communications and collateral to ensure the consistency of the organization’s message.
● Monitor the preparation of the annual budget and other essential financial documents. Regularly review financial reports and monitor income and expenditures. Maintain continuous awareness of and accountability for the fiscal stability of the organization. Review and determine the appropriateness of any unbudgeted expenditures.

● Work with Programs Director to create staffing plans, make hiring decisions, and execute annual review and annual compensation assessments.

● Provide servant leadership to the Casa Chirilagua community. Be available and listen to the team members providing discernment and spiritual guidance while encouraging spiritual vitality in each staff member.

● Ensure Board, team members, and volunteers maintain compliance with all organizational policies and procedures. Encourage vigilant leadership review and recommendation of organizational policies and procedures and suggest any appropriate revisions to the Board.

● Train and assign department team members. Provide technological oversight, direction and mentoring, develop and communicate performance metrics to assess the effectiveness of team, both as a department and individually. Evaluate performance and provide counseling, cross training and coaching to employees. Maintain harmonious team/employer relations.

Other Duties:

● Perform or assist with any operations, as required to maintain workflow and to meet schedules and quality requirements.

● Participate in any variety of meetings and work groups to integrate activities, communicate issues, obtain approvals, resolve problems and maintain specified level of knowledge pertaining to new developments, requirements, and policies.

● Perform other related duties as assigned.

Competency:

● Manifest evidence of clear personal maturity and spiritual maturity, through deep personal faith in Jesus Christ, knowledge of the scriptures, and a theological perspective that aligns with Casa Chirilagua’s Core Values.
● Excellent communication, relationship building, and diplomacy skills, and the ability to cultivate donor, partner, business and community relationships in support of the mission and vision of Casa Chirilagua.

● Strong skills in fiscal management, resource development and maintenance, agency and program planning, fundraising, and public relations.

● Demonstrates leadership, leads by example, and creates the environment that empowers and encourages others to lead.

● Fluency in Spanish required. Excellent written, verbal, and public speaking communication skills in both English and Spanish.

● Demonstrate knowledge of Microsoft Office and other specialty software and programs as required.

● Strong orientation to details and organization.

**Education/Experience Requirements:**

● Bachelor degree in Business Management, Business Administration, Organizational Management or Not for Profit Management.

● Darkness to Light Training.

● First Aid/CPR certification.

● Seven to ten years of experience in Business Management or related position required.