



Children and Family Enrichment Executive Director Job Description

The Executive Director is the Chief Executive Officer of Child and Family Enrichment Center (CAFE). The Executive Director reports to the Board of Directors and is responsible for the organization's consistent achievement of its mission and financial objectives.

The mission of the Children and Family Enrichment Center is to provide children and families tools for life-long resilience.

Specific committee responsibilities:

1. Assure that the organization has a long-range strategy which achieves its mission, and toward which it makes consistent and timely progress.
2. Provide leadership in developing program, organizational and financial plans with the Board of Directors and staff and carry out plans and policies authorized by the board.
3. Promote active and broad participation by volunteers in all areas of the organization's work.
4. Maintain official records and documents, and ensure compliance with federal, state and local regulations.
5. Maintain a working knowledge of significant developments and trends in the field.

In communications, the Executive Director will:

1. See that the board is kept fully informed on the condition of the organization and all-important factors influencing it.
2. Publicize the activities of the organization, its programs and goals.
3. Establish sound working relationships and cooperative arrangements with community groups and organizations.
4. Represent the programs and point of view of the organization to agencies, organizations, and the general public.

In relations with staff, the Executive Director will:

1. Be responsible for the recruitment, employment, and release of all personnel, both paid staff and volunteers.

2. Ensure that job descriptions are developed, that regular performance evaluations are held, and that sound human resource practices are in place.
3. See that an effective management team, with appropriate provision for succession, is in place.
4. Encourage staff and volunteer development and education and assist program staff in relating their specialized work to the total program of the organization.
5. Maintain a climate which attracts, keeps, and motivates a diverse staff of top-quality people.

In budget and finance, the Executive Director will:

1. Be responsible for developing and maintaining sound financial practices including grants and procuring gifts.
2. Work with the staff, Finance Committee, and the board in preparing a budget; see that the organization operates within budget guidelines.
3. Ensure that adequate funds are available to permit the organization to carry out its work.
4. Jointly, with the chairman and secretary of the board of directors, conduct official correspondence of the organization, and jointly, with designated officers, execute legal documents.

Minimum Requirements:

1. Candidate will hold a Bachelor's Degree from an accredited institution, Master's Degree preferred.
2. Candidate will have at least 5 years of applicable experience.
3. Candidate will have executive experience in a non-profit, including but not limited to: supervising, hiring candidates, releasing employees, evaluating employees and managing financials.
4. Candidate will have experience with fundraising (writing and documenting grants as well as planning and hosting events).
5. Candidate will have excellent public speaking and writing skills.
6. Candidate will have experience reporting to a Board and with volunteers.
7. Candidate will be able to share connections and make new connections in the community.

CAFE is an equal opportunity employer and does not discriminate against applicants or employees on the basis of sex, race, color, religion, national origin, ancestry or age. In addition, we do not

discriminate against qualified individuals with disabilities or any other legally protected status within applicable federal or state law.

This job requires 40-50 hours a week of time on-site. Applicants must be able to climb stairs and lift 20 lbs. Applicants must be able to drive independently locally and within the United States.

Three references are required and candidates will be subject to drug screening and a background check.

This position will be available immediately and, ideally, will be hired by May 30, 2019.

Please submit your resume with a cover letter to:

Children and Family Enrichment

28 S. Evergreen

Memphis, TN 38104

Margaret@idlewildchurch.org

Earlyenrichment.org

Cafeidlewild.org