



SOS Executive Director Job Description

Spring 2024

Service Over Self (SOS) Mission:

SOS exists to glorify God by proclaiming the gospel of Jesus Christ in underserved neighborhoods through home repair and leadership development.

Executive Director Overview:

SOS is a gospel-centered, community-focused, service-oriented organization that works toward empowering people and creating thriving communities in response to, and as a demonstration of, the gospel. We are seeking a visionary, service-oriented, mission-minded Executive Director to give leadership and direction to SOS. This position is full-time with a competitive salary and benefits. The position will require some night and weekend work, mostly during spring and summer camps (March, June, July). Some travel for recruiting may be required. We are placing a high value on diversity and equity in the hiring process for this position. This position is full-time, exempt, and reports to the SOS Board of Directors.

The Ideal Candidate will:

- Have experience normally acquired through a bachelor's degree and 5+ years of executive-level management; non-profit management experience a plus.
- Have experience and proven success in financial management, including budget building and direct profit and loss responsibility.
- Have proven success in fundraising and grant writing.
- Possess excellent organizational and time management skills and be able to manage multiple projects with competing deadlines at once.
- Possess excellent interpersonal skills.
- Possess excellent oral and written communication skills; Experience and comfortability with public speaking required.
- Have the ability to unite internal and external constituents around common goals.
- Have the ability to lead by example with an inclusive leadership style.
- Possess the highest level of personal integrity.
- Be strategic and visionary.
- Have the ability to quickly build and maintain personal and professional relationships within the community.
- Be customer service oriented and strive to provide all of SOS's constituents with the best possible experience and service.
- Be able to act with calmness and clarity in high energy, high stress environments.
- Have experience and comfort managing and developing a staff team with diverse backgrounds and experience levels in a way that fosters teamwork and cohesiveness.
- Be able to comfortably navigate diverse relationships and have an understanding of the nuanced dynamics of working with people from a wide variety of backgrounds including low-income populations, affluent populations, youth, and adults.
- Be proficient in Google platform (Email, Calendar, Drive, Docs, Sheets, etc.); Familiarity with Basecamp project management software and Salesforce a plus, but not required.

Responsibilities

- **Leadership and Strategic Visioning**
 - Work with Board of Directors to develop a strategic plan and then integrate the plan into daily operations
 - Regularly monitor progress on short and long-term goals under the strategic plan
 - Ensure the organization stays true to the mission and vision
 - Build a unified staff team that is engaged and committed to the mission and vision
 - Develop and implement strategies to pursue the short and long-term goals
 - Cultivate a strong partnership with the Board of Directors
- **General Management**
 - Maintain a high standard of excellence for all operational aspects of the organization including but not limited to finance, programs, events, technology, and human resources
 - Hire, develop, manage, and lead a multi-disciplined and diverse staff
 - Communicate effectively with the Board of Directors and various constituents
- **Financial Management**
 - Supervise and oversee all financial aspects of the organization and ensure compliance with all applicable regulations and accounting standards
 - Work with the Board of Directors to develop an annual budget, including departmental budgets developed in collaboration with department / area directors
 - Ensure good stewardship and proper allocation of all resources (human and fiscal)
- **Income Generation and Fundraising**
 - Lead a fundraising strategy to secure resources necessary to ensure the ongoing sustainability of the organization; serve as the organization's chief fundraising officer
 - Cultivate and maintain relationships with constituents, donors, volunteers, churches, businesses, and sponsors
 - Continually promote awareness of the organization's mission with the goal of growing and cultivating friends / partners and raising funds
- **Programming**
 - Cultivate success of current programs and events
 - Stay abreast of current trends and developments in the field and continually look for ways to increase the organization's industry leadership and service to the community
- **Communication and Community**
 - Oversee effective internal and external communications
 - Develop a personal presence within the community that increases awareness and enhances the reputation and image of the organization
 - Build strong partnerships with other community organizations to amplify the organization's reach and impact

Compensation and Benefits

- Starting salary of at least \$80,000, commensurate with experience.
- Annual performance bonus opportunities.
- Retirement: Simple IRA with 3% company match.
- Health, vision, dental, and LTD insurance.
- Cell phone + phone plan included.
- 2 weeks PTO annually + additional sick leave.
- At least 5 full weeks paid time off per year (in addition to PTO) when the SOS office is closed, typically following the MSCS calendar: 1 week in early August, 1 week for fall break, 1 week for Thanksgiving break, and 2 weeks for Christmas/New Year's. As camp schedule allows, there are several other paid holidays off as well (like MLK Day, Good Friday, Labor Day, and others).
- Highly flexible work schedule outside of scheduled camps and programming, including the ability to work from home.
- Professional development opportunities.

Anticipated start date: Flexible; Ideally sometime between June 15 - July 15, 2024; But not later than October 1, 2024.

To apply: Please fill out this [INTEREST FORM](#). No phone calls, please. We will be reviewing applications on a rolling basis beginning April 15, 2024. The position will remain open until filled.

SOS strives for a workplace that is diverse and inclusive. SOS does not discriminate on the basis of age, race, religion, sexual orientation, ethnic or national origin in admission or in any other activities or programs. SOS is proud to be an equal opportunity employer.