



"A Gift to the Community made possible by the Community"

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Position: Executive Director

Organization: Crossroads House

Reports to: Board of Directors

Salary Range: 65,000 to 75,000/yr

Crossroads House seeks a charismatic and experienced leader for our next executive director. The ideal candidate will partner with the Board of Directors to develop and execute a vision for the next chapter of Crossroads House, building on the past 25 years of achievements and leading us to expand on our original vision to provide education and quality end of life care for the families and our residents.

We aim to identify a candidate who brings the work of the organization to life in powerful and innovative ways within our community.

Our ideal candidate will embody the values of Crossroads House and bring leadership and strategic insights to the work through using the following skills:

Candidate Qualifications:

- Deep belief and passion for our organization's purpose.
- Exudes humble confidence.
- A compelling communicator and storyteller.
- The ability to actively listen with intent.
- Leads and manages with intention.
- Culturally responsive and understands the feeling of others.
- Committed to diversity, equity and inclusion.
- Demonstrates compassion and empathy, especially with residents and families.
- Technology savvy with enthusiasm about its possibilities.
- Leads and manages with a growth mindset, open to learning and adapting.
- Courageous and compassionate truth-teller.
- Recognizes that leadership is a joyful responsibility.

RESPONSIBILITIES

Leadership:

- Using the power of storytelling, ignite and kindle the passion for our mission with all organization stakeholders-staff, board members, volunteers, donors-propelling them to invite people to join in our work.

- Build a real sense of belonging for those who have found their way to our organization, ensuring that we are diverse, equitable and inclusive.
- Model the leadership you look to see in others by tending to your own self-care.

Board Partnership

- Build, cultivate and nurture a true partnership with the Board of Directors through mutual respect and trust.
- Provide the Board of Directors with the resources, information and training necessary to fulfill their duties and to be organizational ambassadors.
- Actively engage with the Governance committee to help identify prospective board members who bring the skills, attributes and real experience necessary for the Board to be the best partner it can be.

Vision and Strategy

- In partnership with the board and staff, align the organization around a compelling vision for the future, one that we can rally stakeholders and donors as we secure resources, human and financial to support our work.
- Ensure that mission and core values are developed to provide the organization with a compass to guide us toward our vision.
- Develop goals, strategies and tactics in the form of annual plans as a key roadmap that introduces an accountability component to the strategy we develop.

Management

- Build, lead and retain an effective and diverse staff team dedicated to the mission and with the requisite skills to be successful in their work.
- Empower collaborative decision making at all levels to ensure that voices are heard and that short- and long-term goals are met.
- Ensure the organization is resting on a fiscally sound foundation and that relevant parties are informed about fiscal status and that financial information is communicated in a manner accessible to all.
- Direct and supervise the overall staff and operations of the house.

Program Development

- Oversee programs that are designed with a deep understanding of the communities we serve and that aligns with our mission and our long-range plans.
- Ensure effective systems for program evaluation with staff feedback and regularly evaluate the program portfolio, being mindful of the need to adapt to the needs of our communities.
- Bring a spirit of innovation to the program work with an eye toward piloting new ideas that could be incorporated into or will maximize existing work.

Growing Resources/Fiscal Responsibility

- Serve as fundraiser chief of the organization, setting fundraising strategies and goals.
- Responsible for working with staff, board and volunteers to identify financial prospects and potential benefactors.
- Responsible for all aspects of the Annual Campaign to include the Annual Business Appeal and Community Appeal. Secure appropriate contacts with corporations and businesses to facilitate pledges, donations and sponsorships.

- With an understanding that fundraising is relational, develop strategies that ensure that donors are nurtured from their first gift.
- Responsible for fiscal management that operates within the approved annual budget, ensuring maximum resource utilization and maintaining the positive financial position of the organization.
- Provide financial management, this includes budget preparation, analysis, decision making and reporting.

Communication

- Responsible for ongoing marketing endeavors, speaking engagements, public visibility, and recruiting partnerships.
- Build relationships with businesses, local agencies, and local organizations.
- Publishes bi-annual newsletters (Winter and Summer).
- Responsible to oversee and update all social media representation, including but not limited to Facebook, Instagram, Crossroads House Website.
- Effectively communicate the organization's mission to donors, volunteers and the overall community.

Performs additional tasks as deemed necessary by the Board as it pertains to the position.