



Harvest Stand
Ministries

EXECUTIVE DIRECTOR Position Description

ORGANIZATIONAL OVERVIEW

Harvest Stand Ministries (HSM) is a faith-based, non-profit organization dedicated to providing crisis and long-term services. Its' mission is to "in relationship with church and community we provide Christ-centered support to individuals and families by meeting immediate needs and providing opportunities for self-sustaining change". We offer a Food Pantry, Clothing, and help create pathways and connections to resources via community partnerships. We help people navigate through rivers of systems and processes to find the best way forward.

POSITION OVERVIEW

The Executive Director will represent and uphold the faith-based values and principles of HSM. The Executive Director will lead and grow the organization, enabling with strong strategic thinking, diligent revenue creation, staff mentoring and development, and collaborative ministry donor and community partner relationships. The Executive Director reports to and works with the Board of Directors to ensure that all endeavors reflect and advance the mission and vision of HSM.

ESSENTIAL FUNCTIONS

- Provide overall visionary leadership and cultivate a culture consistent with HSM's values and principles as defined by the Board of Directors.
- Facilitate the planning and execution of annual goals, objectives, and strategic plans that carry out HSM mission subject to approval by, and in partnership with, the Board of Directors.
- Responsible for fiscal integrity and management of HSM including submission of, to the Board of Directors, a proposed annual budget and monthly financial statements which accurately reflect the financial condition and needs of the organization.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of HSM in a positive financial position.
- Responsible for developing and executing a revenue plan designed on building and fostering sustainable donor/funding relationships.
- Engage in regular communication with individual, corporate, and church donors; as well with other community and ministry partners to gain support, increase ministry awareness, and enhance HSM image.
- Provide enthusiastic leadership to staff and to ministry programming, accountable for nurturing and measuring the efficiency and effectiveness of both.
- Ensure a clean, safe, productive work environment; empower hiring decisions, development, training and performance feedback for staff, promoting full realization of individual skills and talents.
- Lead the development and usage of marketing, signage, and other print/digital communication materials that reflect and message the ministry's values, vision, and mission.
- Initiate and coordinate relationships with other community and ministry partners to minimize redundancies and to align complimentary ministry objectives.
- Communicate effectively with the Board of Directors, providing in a timely and accurate manner, all information necessary for the Board of Directors to function properly and to make informed decisions.
- Assist with Board member recruitment, orientation, and Board development activities.
- Perform other duties as assigned by the Board of Directors.

QUALIFICATIONS:

The Executive Director needs to bring a deep appreciation and commitment for serving those who are struggling to make ends meet. Must have proven leadership and relationship management experience.

Qualifications include:

- Proven transparent and high integrity leadership experience, nonprofit preferred but not necessary.
- A proven track record in fundraising and resource development.
- Strong organizational skills including strategic planning and organizational development with demonstrated ability to inspire and empower individuals.
- Successful budget management skills, including budget preparation, analysis, decision-making and reporting.
- Strong organizational abilities including planning, delegating, program development and task facilitation.
- Outstanding communication and interpersonal skills with the ability to build authentic, confident relationships.
- Strong facilitation and presentation skills before multiple types of audiences.
- Proven experience with community relations and marketing development.
- Successful experience working with a Board of Directors and the ability to cultivate relationships

COMPENSATION

Compensation is competitive and commensurate with experience.

The Executive Director reports to and performance is reviewed by the HSM Board of Directors

**Interested applicants should submit a cover letter and resume to HSM Board of Directors
c/o dlucaser@gmail.com**