



## St. Margaret's House Job Description

Position: Executive Director

Status: Full-Time

Reporting to and in collaboration with the Board of Directors, the Executive Director is responsible for ensuring that all activities carried out at St. Margaret's House align with and are faithful to the organization's mission. Specifically, the Executive Director:

- Provides overall leadership of the organization; and is responsible for the organization's consistent achievement of its mission and financial objectives.
- Directs the organization's daily activities and programs.
- Leads and inspires innovative thinking in establishing new services and programs.
- Ensures that all programs and services are of the highest quality.
- Fosters a community of support and respect for staff, guests and volunteers.
- Supervises fundraising. In partnership with the Board of Directors, plans, directs, executes and evaluates fundraising events and activities (including grant writing); serves as primary contact with donors and stakeholders.
- Establishes sound working relationships and cooperative arrangements with community groups and organizations.
- Works with the Treasurer and the Bookkeeper to assure implementation of and adherence to the highest applicable standards of financial record keeping, procedures, and controls.
- Plans and provides for recruitment, training, development and support of paid staff; ensures all staff members have appropriate technical tools and training necessary to fulfill their specific duties and enhance the mission of St. Margaret's House.
- Uses mission-centered decision-making for operations, programs, donations and business, in conjunction with analytics from our donor platform and current trends to create strategy.
- Oversees facility repairs and improvements; assures that all safety and security inspections are performed in timely fashion; supervises daily and seasonal cleaning.
- Ensures compliance with laws and regulations is kept at the highest standards possible.
- In collaboration with the Board, develops and balances the budget; creates and implements long and short-term strategic/action plans; monitors progress and prepares reports for the Board; attends all Board and Executive Committee meetings.
- Serves as the organization's primary spokesperson in the community, representing St. Margaret's House and promoting the mission through written word, social media, events and public appearances, including news/media and various community forums.

### Qualifications:

- Bachelor's Degree - Master's Degree preferred in Social Services, Nonprofit Management, Ministry, Counseling or related fields
- Bi-lingual a plus
- Five years of management experience in the social services field

### Compensation:

- Dependent upon qualifications and experience.

How to Apply:

- Email your cover letter, resume, salary expectations, and professional references to contact below.
- Review of applications will begin as they are received, and will continue until the position is filled.

Applicant's information and questions can be directed to:

Michelle Bryant, President  
St. Margaret's House  
Board of Directors  
[Michelle.Bryant@RaymondJames.com](mailto:Michelle.Bryant@RaymondJames.com)

St. Margaret's House is an equal opportunity employer. St. Margaret's House does not and shall not discriminate or permit discrimination on the basis of race, color, religion, pregnancy, parental status, genetic information, gender, gender expression, gender identity, age, national origin, disability, marital status, sexual orientation, military status or any other classification protected by law in matters of employment, activities or its operations.