

JOB DESCRIPTION:
EXECUTIVE DIRECTOR
SACRAMENTO, CALIFORNIA

THE GREENHOUSE
A CHRISTIAN COMMUNITY ENRICHMENT CENTER

OVERVIEW OF POSITION: The Executive Director will provide vision, leadership, management and direction for the staff and organization of The GreenHouse, protecting and investing in the spirit, mission and values of the non-profit organization. Position duties include managing all aspects of The GreenHouse including fundraising/development, human resources, strategic planning, programs, finance and communications.

MISSION OF THE GREENHOUSE: Our mission is to cultivate a thriving community by nurturing the emotional, spiritual, intellectual, and physical development of our youth, inspiring them to grow to their full potential.

FOCUS & SCOPE OF POSITION

Essential duties and responsibilities in each of these 4 KEY AREAS include:

HUMAN RESOURCES/PROGRAM

- ✓ Recruit, train, manage, support, and evaluate staff for all programs
- ✓ Facilitate and support the professional and spiritual development of staff, including self-care
- ✓ Support program staff in the implementation and strengthening of all programs, including the development of new curriculum, educational enrichment and spiritual formation strategies
- ✓ Design and add/subtract programs as appropriate in response to identified community needs
- ✓ Provide leadership and direction for parent, teen and community core leaders, and other outside volunteers, for organization-wide events such as Harvest Carnival and Melvin's Hope.
- ✓ When needed and appropriate, coordinate a response team of staff/volunteers/community members to help meet urgent needs of and provide referrals for GreenHouse families in crisis.
- ✓ In partnership with program staff, lead parent engagement and parent leadership development efforts through the Parent Action Team, family days, and community-service events.
- ✓ Support and contribute to a safe and healthy work environment.
- ✓ Coordinate staff, volunteers, and board on facility maintenance and ongoing renovation projects.
- ✓ Maintain office equipment/supplies, document filing, archiving, and organization systems

BOARD RELATIONS

- ✓ Serve as a Board of Director member by attending monthly meetings, giving regular updates on The GreenHouse activities, relationships and programs, participating on committees and carrying out other duties as a Board member, including input on the annual retreat .
- ✓ Provide counsel to the Board of Directors on the creation of policies, strategic direction and proposed hiring and managing of staff, and assist with the Board's development of a 5-10 year strategic plan.
- ✓ Assist in recruiting new Board members, including community and youth members.

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FINANCES

- ✓ In partnership with the staff and the Board Treasurer, oversee the proposal and administration of the annual budget.
- ✓ Assure that payroll and other monthly obligations are met on a regular and timely basis.
- ✓ Oversee and review accounting activities of the office manager including donation processing, payroll and expenses.
- ✓ Provide quarterly budget updates to the Board and report any significant deviations from the proposed budget.
- ✓ Assure that funds are utilized in accordance with grant provisions and/or donor designations.
- ✓ Comply with IRS and federal and state employment and tax regulations. Manage/update needed documents for existing and new employees.
- ✓ Be point of contact for insurance company and other vendors. Review/evaluate services.

PARTNERSHIPS

- ✓ Develop and maintain key relationships with city and community representatives, public schools, law enforcement, and local businesses.
- ✓ Be an ambassador of The GreenHouse to new audiences including churches and businesses, to promote healthy relationship building with new donors or partners by attending community events and meetings.
- ✓ Develop and maintain nurturing relationships with the families of the GreenHouse community
- ✓ In partnership with the Board, develop and oversee annual fund development plan and partner development strategies.
- ✓ Manage and maintain fund development strategies such as researching and writing grants, cultivating individual donor relationships, communicating with church missions committees, making year-round fundraising appeals, and working with corporate donors and major donor networks.
- ✓ Organize and oversee fundraising events, including but not limited to The Big Day of Giving, Kids at Heart and Friends of the GreenHouse gatherings.
- ✓ In partnership with the office manager or administrative director, maintain regular communication with staff, volunteers, and donors through meetings, correspondence, newsletters/e-newsletters. Update donor list and orchestrate output of mass mailings. Maintain and update website and social media sites.

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POSITION QUALIFICATIONS & REQUIREMENTS

Key Relationships: Reports to: Board of Directors
Direct Reports: Director of Youth, Director of Elementary, Office Manager or Administrative Director, Leaders in Training Coordinator, Volunteer Coordinator
External Clients: Volunteers and the general community
Internal Clients: Staff members and Board of Director members

Education: Bachelor's degree required. Master's/Higher level degree preferred.

Experience & Industry Expertise : Significant experience directing a nonprofit community development organization or comparable organization preferred. Five-eight years management experience preferred.

Employment Requirements: Must pass a pre-employment reference and background screen including fingerprinting.
Proof of legal authorization to work in the United States

Physical Demands & Work Environment: The physical demands and work environment characteristics are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical: The employee is regularly required to talk or hear. The employee is frequently required to stand, walk, sit, bend, stoop, kneel, climb, use hands to finger, handle, or feel, and reach with hands and arms. The employee may be required to lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision and the ability to adjust focus.

Work Environment: The employee is regularly in an office environment with adequate light and low noise levels, yet with regular interactions with staff and community members throughout the work day. This position requires one evening per week (occasionally two) of rotating work engagements, including but not limited to monthly board meetings, parent meetings, and/or visiting evening GreenHouse youth groups.

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COMPETENCIES:

General:

- ✓ Effective communication, leadership and management skills
- ✓ Relationship building with people and team
- ✓ Self-motivation/Initiative
- ✓ Technical Competence
- ✓ Organizational and Project Management
- ✓ Sound Judgment
- ✓ Integrity
- ✓ Flexibility
- ✓ Spiritual Maturity

Specific:

- ✓ Spanish language proficiency preferred
- ✓ Ability to speak to large groups
- ✓ Financial management/major donor fundraising skills
- ✓ Ability to interact with youth and adults from a variety of cultural and ethnic backgrounds
- ✓ Ability to lead, encourage, and support a paid and volunteer staff
- ✓ Understanding of Christian Community Development principles
- ✓ Non-profit board/volunteer experience

Employer Disclosure Statement

The above statements and job description is intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks. Other similar or additional duties are to be performed as assigned. This job description is not intended, in any way, to be an employment contract. Your employment would be at-will. You, or The GreenHouse, may terminate employment at any time for any reason.

Position Specifications

85%-100% Full-time salaried position. Salary based on percentage time and candidate's work and professional experience.

More Information

More information about The GreenHouse can be found at:
www.thegreenhousecenter.org