

POSITION ANNOUNCEMENT



WESTERVILLE AREA RESOURCE MINISTRY EXECUTIVE DIRECTOR POSITION POSTING

Position Title: Executive Director

Reports to: Board of Trustees

Organization overview

For a half-century, Westerville Area Resource Ministry (WARM), a faith-based, non-profit charity, has created and delivered programs and services to support the greater Westerville community and its most vulnerable and otherwise unserved or underserved members. WARM's mission is to provide compassionate short-term assistance, educational services and spiritual support in order to encourage individuals to achieve a God-reliant, self-sufficient life while restoring dignity and hope with a 'hand up, not a hand out.'

WARM serves its community in a multitude of ways. Examples include WARM meeting the nutritional health needs of those living in poverty throughout the Westerville area school district and addressing the basic human needs of unemployed and underemployed area residents, serving a target population of families and individuals that live at or below 200% of the federal poverty threshold.

In addition to providing food for people in need, workforce development and related services, WARM provides individuals with the tools necessary to promote family stability, improved self-esteem, and increased self-sufficiency.

Overview of Responsibilities and Essential Job Functions

WARM seeks a dynamic and experienced leader who will serve as the visionary of the organization, leveraging the power of relationships and networks, while working across private and public sectors within the greater Westerville community. The Executive Director is the chief steward of the WARM brand, a key management leader, and is responsible for developing and implementing strategies to maintain the financial stability of the organization. The Executive Director is a full-time position of forty (40) hours per week and reports directly to WARM's Board of Trustees.

Understanding that WARM serves a large number of underserved and hard to reach clients, the Executive Director works to effectively build and sustain relationships with diverse staff and constituencies. The Executive Director will interact regularly with volunteers, donors, local churches, ministry partners, Westerville City Community officials, local businesses, and various civic, religious, and community organizations.

Through an experienced team, the Executive Director provides leadership in the development of innovative programs to support the mission. The role also supports the health of the organization through operational and financial oversight and executing on the policies authorized by the Board. The recruitment and retention of the highest quality staff, and management of staff functions, is a critical responsibility.

Resource Development

The Executive Director is charged to drive key results in connection with financial performance, fundraising and organizational viability. The Executive Director is accountable for the fiscal integrity and management while ensuring maximum resource utilization. As part of this responsibility, the Executive Director submits to the Board a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.

Development and leveraging professional contacts and relationships into new funding opportunities and other resources necessary to advance WARM is also a key function of this executive role.

Strategic Management

The Executive Director serves as the principal resource to the Board of Directors and gives direction in policy formulation and governance interpretation. The Executive Director collaborates with the Board of Directors and the senior leadership team to craft organizational goals and develop strategies to ensure that they are achieved. The Executive Director also ensures coordination and alignment of all WARM activities in strategic direction in the areas of community impact, resource development and staff performance. In addition to solidifying current relationships, the Executive Director is responsible for increasing community awareness of the goals and objectives of WARM and working to develop future partnerships.

Organization Management

The Executive Director is accountable for building and leading high-performance teams, ensuring all teams are aligned and collaborating to achieve organizational results. The Executive Director maintains accountability for the operational and fiscal integrity of the organization within policies set by the Board of Directors. The Executive Director assesses agency capacity to implement strategies and identify gaps in systems, services, and staffing. The Executive Director supervises senior leadership positions, establishes performance goals, and works with the team to manage organizational spending, monitor budget compliance, and mitigate financial risks.

In addition to supervising senior leadership positions, the Executive Director may be responsible, subject to the Board of Trustees, for supervising, promoting, discipline, and discharging WARM staff. This position is responsible to ensure that goals of inclusiveness and diversity in service to clients and among staff and volunteers are met.

Essential Position Requirements

- Champions WARM's compliance with the Mission, Values, Strategic Plan, Code of Regulations, Governance Policies and Goals, as well as the Ohio Association of Nonprofit Organization's Standards of Excellence.
- Advises and recommends to the Board of Trustees, Executive Committee and Engagement Teams regarding operations and organizational structure.
- Represents WARM, its mission and issues within the community, interfaces with board members and other volunteers, other agencies, government entities, and the business and religious communities.
- Drives development and implementation of all services offered by WARM, leading as visionary for innovative programs and services.
- Secures funds, both public and private for operating WARM on an on-going basis; approve fundraising activities and meet contractual funding policies and all applicable legal or ethical restrictions.
- Responsible for strategic business planning to ensure WARM can successfully fulfill its mission into the future.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization and maintenance of the organization in a positive financial position.
- Manages risks to ensure WARM's integrity and reputation.
- Administers and exercises general supervision over all affairs of the organization.
- Serves as ex-officio member of the Board of Directors.
- Hires, evaluates, and discharges leadership positions within the agency.
- Directs and evaluates the work of direct reports and determines compensation within salary ranges and authorized budgets.
- Enforces and sets a positive example for others in complying with the employment policies of WARM consistent with its Employees Handbook and other policies.

Qualifications

- Bachelor's Degree (or higher) in Business, Public Administration, Social Services, or related field.
- Seven or more year's senior non-profit management experience or similar experience in managing administration, people, and fiscal management.
- Transparent and high integrity leadership.
- Experience and skill in working with a Board of Directors.
- Demonstrated senior strategic leadership within a changing environment.
- Solid, hands-on budget management including budget preparation, analysis, decision making and reporting.
- Strong organizational abilities including planning, delegating, program development and task facilitation.
- Ability to convey a vision of WARM's strategic future to staff, Board, volunteers, and donors.
- Knowledge of fundraising strategies and donor relations unique to the non-profit sector.

- A track record of building credibility within the community that has resulted in major gifts or grants, both from public and private sources for a nonprofit.
- Previous experience with a not-for-profit social service-related agency preferred; and,
- The ability to work occasional nights and/or weekends depending upon the organizations schedule and/or events.

The selected applicant should expect to receive a salary between \$90,000 and \$130,000, consistent with the applicant's prior experience and qualifications.

To be considered for this position, please send a resume with cover letter to transition@WARMWesterville.org no later than January 31, 2022.

Please note that this posting should not be construed as all-inclusive or a contract of employment. The employer reserves the right to change or assign other duties to this position.

Westerville Area Resource Ministry is an equal employment opportunity employer. Employment decisions are based on merit, qualifications, and competence and employment decisions are made in accordance with applicable state and federal laws and without regard to the race, color, age, sex, sexual orientation, gender identity, national origin, disability, or military or veteran status of any applicant. This policy governs all areas of employment including hiring, promotion, assignment, and corrective action.

Qualified individuals with a known disability will be granted reasonable accommodations required by law that do not impose an undue hardship upon the agency or pose a direct threat to the health or safety of the individual or others. Any applicant for any position who requires such accommodation during employment or in connection with any part of the application process should advise WARM.