



Executive Director

Job Description

Definition:

The Executive Director, under the general direction of and accountable to the Nazareth Farm Inc. Board of Executive Directors, is responsible for all aspects of the agency and its programs and affiliates including supervision of Nazareth Farm staff and volunteers. The Executive Director serves to ensure the implementation of the mission among the staff and in the community of Nazareth Farm.

Duties and Responsibilities:

Administrative Responsibilities

- Implements a management plan and evaluation process to ensure that Nazareth Farm Inc. and its affiliates are responsive to the needs of the community, staff, and volunteers, in a way that is consistent with Nazareth Farm's mission fulfills its strategic plan
- Attends to the legal obligation of all Nazareth Farm, Inc. operations including, but not limited to, IRS compliance, state not-for-profit status, insurance requirements and contracts with families
- Maintains and monitors accurate, up-to-date records including reports of all income and expenses with appropriate supporting documentation for Nazareth Farm and its affiliates
- Implements Nazareth Farm policies and procedures
- Arranges for annual financial audit and implements audit recommendations in a timely fashion

Personnel Management

- Coordinates and approves ongoing staff development including activities to ensure the ongoing spiritual development of the staff community
- Selects, supervises and semi-annually evaluates staff
- In collaboration with the rest of the staff, recruits, hires and trains new volunteer staff members

- Terminates staff when necessary
- Updates job descriptions as needed
- Actively contributes to the creation of a positive implementation of the Farm’s mission by participating in the group weeks as a role model to adult and youth volunteers
- Upholds Christian standards and values as described in “Responsibilities of Community Members” in the Nazareth Farm Community Handbook

Program Responsibilities

- Assures the selection of appropriate service sites with the collaboration of the Project Coordinator
- Administers proper youth protection and safety standards in compliance with local laws and Diocesan guidelines
- Works closely with the Project Coordinator to assure safety on all worksites
- Visits sites regularly to assess the status of Nazareth Farm at the site, to clarify expectations, teach repair skills, and to respond to any emerging concerns or issues
- Monitors payments and balances of clients for services
- Holds financial responsibility for the resolution of all issues related to volunteers and sites
- Responsible for upkeep, repairs and improvements of Farm buildings and grounds

Community and Public Relations

- Communicates and interacts with key constituencies, including the Diocese of Wheeling Charleston, local collaborators, donors, alumni, and volunteers
- Communicates with local churches, both Catholic and non-Catholic, to foster understanding of Nazareth Farm’s mission, and when necessary, attends local meetings and events as a representative of Nazareth Farm
- With the Project Coordinator, maintains positive relationships with area social service agencies
- Promotes the mission of Nazareth Farm through public speaking engagements with ministry organizations, civic organizations, and churches
- Provides written communication of Nazareth Farm projects and concerns through newsletter articles, newspaper articles, and special appeals
- Acts as an advocate for the people of Doddridge County
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Stewardship and Fundraising

- Develops, implements and manages processes to promote the financial viability of Nazareth Farm, inclusive of

budget preparation and management, annual fundraising planning, and collaboration with the Board Finance Committee

- Builds and manages a diverse program of fund development including foundation grants, individual and corporate donations, and alumni stewardship
- Works with the Board of Executive Directors to develop fundraising efforts and oversees fundraising projects
- Actively solicits funds from past, present and future volunteers

Board

- Collaborates with the Board of Executive Directors in developing, implementing and evaluating an ongoing Strategic Plan
- Provides a quarterly accountability report to the Nazareth Farm Inc. Board of Executive Directors
- Attends all board meetings and committee meetings as needed
- Communicates regularly with the Board through quarterly Farm Reports and other correspondence
- Works closely with the Chair of the Board
- Serves as the liaison for the staff to the Board of Executive Directors

Qualifications:

- Degree in theology or spirituality, psychology, social services, education, or a related field
- A minimum two years' experience in non-profit leadership including supervision of staff and agency management
- An active Catholic with working knowledge of Catholic Social Teaching and experience in young adult/youth ministry or retreats
- A collaborative leadership style and excellent communication and listening skills
- Proven capacity for and interest in financial management and fund development
- Commitment to developing lay leadership within the Catholic church
- Proven ability in community collaboration and public relations
- Open to collaborative ministry to volunteers and the people of north-Central West Virginia
- Understand the dynamics of an intentional Christian community
- Flexibility and a sense of humor

- Commitment to a three-year term, with the possibility of reappointment for additional service