



Executive Director Job Description

Definition:

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

Duties and Responsibilities:

Administrative & Financial 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 and 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 clients and volunteers
- 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, Inc. policies and procedures
- Arranges for the preparation of annual financial statements; and reviews and implements the recommendations of the financial statements in a timely fashion with support from the Treasurer of the Board of Directors
- Maintains the Nazareth Farm Handbook and ensures copies are available to the Board of Directors and Staff. Annually reviews Handbook and proposes changes to any policies therein to the Executive Committee of the Board of Directors.

Personnel Management

- Coordinates and approves ongoing staff development including activities to ensure the ongoing spiritual development and general wellbeing 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 Nazareth Farm, Inc.'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

- Administers proper youth protection and safety standards in compliance with local laws and Diocesan guidelines
- Assures the selection of appropriate service sites with the collaboration of the Construction Coordinator
- Works closely with Construction Coordinator to ensure safety and assist where necessary in addressing concerns of homeowners or any involved parties on worksites
- 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
- Ensures the continuity and vitality of the Nazareth Farm, Inc. mission by responding to community needs and upholding, assessing, and advancing, the various aspects of the Nazareth Farm program (including but not limited to: staff community life, volunteer/retreat experience, home repair projects, and local community relations)
- Ensures and helps to facilitate meaningful group week experiences with high school and college volunteers

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 Construction Coordinator, maintains positive relationships with area social service agencies
- Promotes the mission of Nazareth Farm, Inc. through public speaking engagements with ministry organizations, civic organizations, and churches
- Provides written communication of Nazareth Farm, Inc. projects and concerns through newsletter articles, newspaper articles, and special appeals
- Acts as an advocate for the people of Doddridge County

Stewardship and Fundraising

- Develops, implements, and manages processes to promote the financial viability of Nazareth Farm, Inc., inclusive of budget preparation and management, annual fundraising planning, and collaboration with the Board Finance Committee and any off-site accountants
- Builds and manages a diverse program of fund development including foundation grants, individual and corporate donations, and alumni stewardship
- Works with the Board of Directors to develop fundraising efforts and oversees fundraising projects
- Actively solicits funds from past, present, and future volunteers

Board

- Collaborates with the Board of Directors in developing, implementing, and evaluating an ongoing Strategic Plan
- Provides a quarterly accountability report to the Nazareth Farm, Inc. Board of 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 Directors

Qualifications and Requirements

- Relevant experience in social work, psychology, non-profit management, education, theology, spirituality, or a related field
- A minimum two years experience in nonprofit leadership including supervision of staff and agency management
- An practicing 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, and a desire to participate in an intentional community
- Flexibility and a sense of humor
- Valid Driver's license
- Commitment to a three-year term, with the possibility of reappointment for additional service
- Residence on site: As a condition of salaried employment, such employee must live on the Nazareth Farm, Inc. premises (the "Premises") in order to perform their duties when needed, unless such requirement is waived upon employment. To facilitate the same, Nazareth Farm, Inc. shall provide the employee with a residence on the Premises in which the employee shall be required to reside at all times during their employment. No landlord tenant relationship shall be created between Nazareth Farm, Inc. and the employee. Nazareth Farm, Inc. shall not be held liable for any damage to the employee's personal property located on the Premises, and the employee is encouraged to obtain insurance for such personal property. The employee agrees to keep his or her residence in safe and good condition, and Nazareth Farm, Inc. will not be held liable for the employee's failure to maintain the same. The employee shall be required to vacate the property within a reasonable agreed upon time after employment is terminated; this clause does not limit Nazareth Farm's right to remove the employee from the Premises for any reason.

Preferred Qualifications

- A degree in social work, psychology, non-profit management, education, theology, spirituality, or a related field
- Proficiency in the use of Quickbooks Online and Microsoft Office
- Experience with and/or understanding of construction and home repair, and ability to explain to others
- Understanding of Appalachian culture and/or lived experience with the culture
- Previous experience living within an intentional community