

Job Title: Executive Director

Supervision: Kansas City Rescue Mission Board of Directors

Organization Description:

Kansas City Rescue Mission (KCRM) is a nonprofit, Christian organization that meets the needs of the homeless in the Kansas City metro area. KCRM sponsors various programs that empower the poor and homeless to reach their full potential.

Job Description: Executive Director

As the primary leader of KCRM, the executive director must be a deeply committed follower of Christ: a compassionate person of integrity with a heart for the poor and homeless. This person will be responsible for the collaborative and empowered leadership of staff in the daily administration and execution of the organizations strategic plan; must be an entrepreneurial visionary, an inspirational communicator, able to build and maintain healthy community relations and be actively engaged in marketing and fundraising. The position reports directly to the KCRM Board of Directors.

The successful candidate must meet the KCRM “Qualifications for Employment,” support KCRM’s “Statement of Belief,” and adhere to the philosophy and policies of KCRM.

Qualifications:

- Committed follower of Christ.
- Must be or become a member of the Church of the Nazarene.
- Servant leader with unquestioned integrity.
- Transparent leader who trusts his/her team and fosters a safe work environment.
- Proven track record of networking, collaboration, and empowerment of staff.
- Self-motivated, continual learner, and entrepreneurial.
- The ability to motivate staff, board members, and volunteers.
- Passion for and an ability to convey a vision of KCRM’s strategic future to board, staff, volunteers and donors and obtain buy-in from all stakeholders.
- Excellent written and oral communication skills, including strong public speaking ability.
- Ability to interface with and engage diverse volunteer, donor, and community groups.
- Knowledge of fundraising strategies and donor relations unique to the nonprofit sector.
- Strong organizational abilities including planning and delegating for organizational growth.
- Ability to lead healthy and growth-oriented organizational change.
- Have an understanding of generally accepted business practices.
- Five or more years of senior nonprofit management experience preferred.
- A Master’s degree in business, organizational development and/or theology is preferred.
- Successful leadership of an organization with a \$1.5 million or larger operating budget and staff of 25 or more is preferred.

General Accountabilities:

1) Board Governance: Works with board in order to fulfill the organization's mission.

- Responsible for leading KCRM in a manner that supports and guides the organization's mission as defined by the Board of Directors.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

2) Financial Performance and Viability: Works with the Director of Development and the Director of Finance and Administration in developing and managing financial resources sufficient to ensure the fiscal health of the organization.

- Responsible for the fiscal integrity of KCRM, to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
- 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.
- Responsible for fundraising and developing other resources necessary to support KCRM's mission.

3) Organizational Mission and Strategy: Works with the board and staff to ensure that the mission of the organization is fulfilled through strategic planning, program implementation, and community engagement.

- Responsible for the implementation of KCRM's programs that carry out the organization's mission.
- Responsible for strategic planning to ensure that KCRM can successfully fulfill its mission into the future.
- Responsible for the enhancement of KCRM's image by being active and visible in the community and by working closely and partnering with other professional, civic and private organizations.

4) Organizational Operations. Equips and empowers staff leaders so that the operations of the organization are appropriate.

- Responsible for effective administration of KCRM operations.
- Responsible for the lawful administration of human relations functions.
- Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.

Specific Job Responsibilities:

1. In collaboration with the Director of Finance and Administration, plan and operate the organization within the annual budget as approved by the Board of Directors.
2. In collaboration with the Director of Finance and Administration as well as the Human Resources Manager, establish administrative and employment policies and procedures for all day-to-day functions of the organization.
3. In collaboration with the Director of Development, serve as KCRM's primary spokesperson to the organization's constituents, the media and the general public through various avenues.
4. Establish and maintain relationships with various organizations throughout the Kansas City region and utilize those relationships to strategically enhance KCRM's Mission.
5. Collaborate with the President of the Board of Directors regarding the organization of the Board and the meetings held by the Board and its committees.
6. Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising and to increase the overall visibility of KCRM.
7. Visionary and strategic planning and implementation.
8. Review and approve contracts for services.
9. Other duties as assigned by the Board of Directors.

Qualified candidates should email their cover letter, resume, and salary requirements to executivesearch@kcrm.org.

More information about KCRM can be found at www.kcrm.org

KCRM is an equal opportunity employer. It is the policy of KCRM to grant equal employment opportunities to all qualified persons without regard to race, sex, age, national origin, physical, mental or learning disability, veteran's status, marital status or pregnancy. Every effort is made to select individuals who are best suited to the position based on qualifications, ability, work record and experience. Qualified individuals with disabilities may apply and may be reasonably accommodated.

It is our intent and desire to provide equal opportunities in employment, promotion, training, wages, benefits and all the privileges, terms and conditions of employment. This commitment applies to all individuals employed by and involved in the operations of KCRM and its associated ministries, and prohibits unlawful discrimination by any employee of KCRM.

It is the policy of KCRM to recruit and hire only applicants who have made a personal commitment to Jesus Christ as indicated in and consistent with our Statement of Belief. As a religious, 501(c)(3) nonprofit organization, Kansas City Rescue Mission is exempt from Title VII, Civil Rights Act of 1964 as it relates to discrimination because of religious beliefs under a Bona Fide Occupational Qualification.

All employment decisions will be made in compliance with applicable labor laws.