

Child's Hope

February 6, 2019

Position: Executive Director

Position Description

Under the direction of the Executive Board, the Executive Director will provide leadership for the Child's Hope organization, while being responsible for the administrative, strategic planning, and daily operations. Responsibilities will include, but are not limited to the following:

- Develop community presence and BE the voice of Child's Hope, presenting our programs to other organizations
- Oversee all committee work and assist in making sure tasks are accomplished
- Oversee all office operations and grant writing
- Prepare meeting agendas for the Board and attend all board meeting
- Oversee budget expenditures, help to increase our assets, working in coordination with the Treasurer.
- Follow guidelines from the Children's Trust Fund, submitting required reports in a timely manner
- Attend webinars, regional meetings, and the annual state conference
- Participate in meetings of board committees
- Maintain a social media presence
- Maintain the Child's Hope website
- Oversee volunteer recruitment, training, and support
- Assist in recruiting new board members
- May mentor interns from the University of Michigan
- Develop a strategic plan, to create a greater awareness of Child's Hope

Qualifications

- Commitment to child abuse and neglect prevention issues
- Possess solid networking skills
- Strong fund development skills
- Excellent organizational, management, leadership and speaking skills
- Demonstrated success in nonprofit fundraising
- Demonstrated agility to use Microsoft Word, Excel, Power Point, Outlook and basic web-based programs
- Experience in leading a nonprofit organization
- Minimum bachelor's degree from an accredited institution

Compensation

Contract: Work up to 30 hours weekly

Salary Range: \$22-\$25 per hour (Paid sick and vacation time)

Please submit a letter of intent and resume by email to: Child's Hope at office@childshope.org
NO PHONE CALLS AND NO MAIL ACCEPTED. The position is posted until filled. To learn more about our organization, please visit www.childshope.org