



## **EXECUTIVE DIRECTOR**

### **Full-Time Job Posting**

Founded in 2010, Living Threads is a faith-based 501c3 nonprofit whose mission is to *“share the love of Jesus by providing memory quilts for those who are grieving, purposeful community for volunteers, and meet the spiritual and physical needs of impoverished children.”*

Living Threads is seeking a spiritually mature Executive Director who will be responsible for guiding and implementing strategies that align with the mission and vision of the organization. This position will report to and partner with the Board of Directors. The Executive Director leads and monitors the strategic direction of the organization, oversees daily operations, identifies and secures funding opportunities, manages the organization’s operating budget, helps recruit, train, support, provide spiritual leadership to staff and volunteers, and fosters collaborative partnerships while deepening and building relationships with current and new financial supporters.

As the Executive Director, the essential functions include, but are not limited to the following:

#### **LEADERSHIP**

- Uphold and live out the Statement of Faith, Mission Statement and Core Values of Living Threads, conducting oneself with the highest of standards spiritually, relationally, and professionally. Please review them at [www.livingthreadsministry.org/our-statement-of-faith/](http://www.livingthreadsministry.org/our-statement-of-faith/)
- Be a highly effective vision caster, both in unifying staff and volunteers in the work to be done.
- Provide strategic direction to current and long-range goals, objectives, plans and policies in collaboration with and subject to approval by the Board of Directors.
- Provide strong Godly leadership to all programs, services, and activities ensuring alignment with the organizations mission.

#### **BOARD OF DIRECTORS**

- Attend all Board meetings.
- Prepare timely and necessary reports required by the Board, co-lead board meetings alongside the board Chair, and help train new board members.
- Advisor to the Board on all aspects of the organizations activities
- Work closely with the Board of Directors to establish a vision and strategic plan to guide Living Threads and the implementation of it.

Continued on page #2

#### **OPERATIONAL MANAGEMENT**

- Effectively manage day-to-day operations, including staff oversight and administrative duties, while upholding organization policies.
- Ensure the Living Threads culture by upholding the ministry values as listed in their Mission Statement, Statement of Faith, and Core Values Statement.
- Recruit, lead, train, and develop the staff.
- Plan, assign, and direct work. Conduct performance reviews, encourage and connect with the staff reminding them of our desire to serve God and His people.

## **FINANCE**

- Work with the Board Finance committee to prepare and establish an annual budget to be approved by the Board of Directors.
- Oversee the preparation of financial statements, financial reports, and special analyses reporting
- Supervise the recording of donations in accounting and donor software.
- Ensure that ethical and sound bookkeeping and accounting procedures are followed.
- Apply for and maintain all necessary licensing and permits.
- Leaseholder contract negotiation.

## **FUNDRAISING & MARKETING**

- Serve on the Fundraising/Marketing Board sub-committee.
- Set strategy for future revenue-generating activities by leading fundraising and development initiatives
- Develop marketing and public relations strategy.
- Special event planning and implementation.
- Oversight of the Living Threads website and all social media avenues.
- Oversee all communication distributed on behalf of the ministry. Ex: newsletters, mailings, emails, etc.
- Serve as the spokesperson for the organization.

## **DONOR & PARTNER RELATIONS**

- Develop and nurture relationships with individual, corporate, church, and foundation partners.
- Foster strategic partnerships with groups to achieve the goals and mission of Living Threads.
- Schedule and meet with donors.
- Manage donors and donations using the current ministry donor software

## **QUALIFICATIONS OF THE IDEAL CANDIDATE:**

- An established strong and growing relationship deeply rooted in Jesus.
- Able to live into and affirm the Living Threads mission, statement of faith, and core values. (see our website: [www.livingthreadsministry.org/about-us/](http://www.livingthreadsministry.org/about-us/))
- 3+ years' experience working in a nonprofit organization high level position, including program and fiscal management, supervising staff, and working with a Board of Directors.
- Possesses integrity, trustworthiness, and confidentiality skills.
- Detailed and organized with strong time management skills.
- Highly relational, exhibiting Christ-like traits such as; compassion, love, appreciation, and care to each individual.
- Superb written, verbal, and interpersonal skills.
- Strong Microsoft Office skills.

Continued on page #3

- Comfortable engaging with donors and fundraising in a professional manner.
- Sewing/Quilting skills are not necessary or required for this position.
- Punctual and reliable work attendance.

**TO APPLY:**

- If you would like to see a detailed job description, compensation/benefit package, or have any questions, please email [staffing@livingthreadsministry.org](mailto:staffing@livingthreadsministry.org) with your request.
- If you believe God may be leading you towards this position, **please send a cover letter along with your resume to: [staffing@livingthreadsministry.org](mailto:staffing@livingthreadsministry.org) by April 19, 2024.**
- In your cover letter, **specifically address** how this role as our new Executive Director is the right fit for you and incorporates your faith and leadership skills.