Position Description

Title: Executive Director
Reports to: Board of Directors

Position Summary
Crossroads of Crawford County is seeking a full time Executive Director (ED) who is committed to the agency’s focus and overall short term and long-term ministry goals. This position requires outstanding representation of the center and its Christian atmosphere.

Responsibilities
- Represent the center through personal and professional reflection of its values and mission
- Implement the center’s policies and procedures; advise and assist in policy revisions or additions as needed
- Report to, and engage with, the Board of Directors for the center’s purpose and programs; this will include creating effective business plans and related reports for attainment of vision, goals, and objectives as set by the Board of Directors
- Hire, manage, and evaluate all personnel (paid and volunteer)
- Build effective intra-agency leadership and motivation through guidance, coaching and effective training with staff
- Build and maintain professional trust relations with shareholders, partners, donors, and external authorities, other life-affirming organizations, and community awareness, support, & participation
- Strategize and implement effective fundraising; direct and oversee finances and investments
- Oversee day-to-day ministry operations
- Administer effective key programs and secondary services with professional integrity and ethics
- Assure suitable venue for the operations of Crossroads, including opportunity for growth, including possible satellite locations

Qualifications:
- Proven success in fundraising through creativity and unique strategy
- Excellent organizational skills, strong attention to detail and demonstrated professionalism
- Ability to be a self-starter and generate new and unique ideas
- Must have strong interpersonal skills and the ability to establish, develop, and maintain trusted relationships
- Exhibit proactiveness and ability to multi-task with the capability of adjusting to changing priorities
- Technology proficiency to ensure growth and efficient day to day operations
- Great at solving unstructured problems with little to no supervision in a fast-paced, high stakes environment
- Encourage and mentor Christian values in day-to day tasks or interactions with clients and staff; promote life affirming thought and action

Education & Experience:
- Master’s Degree in business or nonprofit administration, human resource management, counseling, or social work is ideal
- Work experience of 5-7 years minimum in a combination of roles in the nonprofit sector as defined above, plus a bachelor’s degree in a field related to the above may be considered
- Experience in Pregnancy Resource Center other prolife practice is strongly preferred
- Must have experience in personnel management of a staff of 7 or more
- Must have proven success in fundraising of different types
- Non-profit directing and direct client services will be heavily weighted

Other Information:
- Crossroads of Crawford County is a 501c3 organization with a ministry of Christian Family Resource. We have developed two life affirming programs in response to local needs:
  - Christian Pregnancy & Parenting Resource
    - The Pregnancy & Parenting Resource is available at no fee and depends highly on volunteer mentors and an online subscription to a Christian-based resource library that targets key areas for young parents
  - CoCares, nonmedical assisting to the elderly and to caregivers
    - The CoCares program is fee-based, with supplementation from community giving to make it affordable and an effective means of creating relationship. It is flexible and based on client needs.
  - The two programs have both originated since early 2021 and together, they are represented under our tagline of “For Life & Through Life”. They are both fundamental to our local uniqueness.

Salary & Benefits:
- Full time salary will range from $38,500 to $45,760 depending on experience and education or training
- Retirement benefit at approximately 3% of gross salary will be included
- Health, Vision, and Dental insurance are available, with some individualization options

Deadline: September 12, 2022
Professional resume and cover letter can be sent to Director@crossroadsofcrawfordcounty.org, or mailed to Crossroads of Crawford County, Attn: Janette, 3707 Timberline Dr. Ste # 3, Denison, IA 51442. Information about Crossroads of Crawford Co. and this position description are available at www.crossroadsofcrawfordcounty.org.