

New City Neighbors Interim Executive Director Job Description

Organization Overview: The mission of New City Neighbors is to empower youth to reach their full potential. New City Neighbors strives toward the values of Biblical renewal in our neighborhood, helping people become followers of Jesus, and service and empowerment. Our vision is to see our city become a place of peace and prosperity. Our programs include a bakery, café, urban farm, and after school programming. Learn more at newcityneighbors.org

Job Purpose

The Interim Executive Director will temporarily provide leadership to New City Neighbors (NCN) while the Board and staff search for a permanent Executive Director. The Interim Executive Director is responsible for overseeing the administration, operations, and fiscal responsibility of the organization. The position reports directly to the Board of Directors. The Interim Executive Director will most likely serve for at least 6 months or until a permanent Executive Director is identified.

Hours: Average of 25 hours per week, will vary based on needs of NCN

How to apply: Submit resume with cover letter by January 18 to Christie Van Dyke, Board Chair, at cvandyk1@gmail.com

General Responsibilities

Financial Performance (40% of time)

- Work with Board members and staff to contact, develop, maintain, and improve relationships with NCN's funders
- In coordination with Board, staff, and volunteers; lead and maintain fundraising events and meet with donors as needed
- Seek and apply for new grant funding, conduct grant reporting, and re-apply for appropriate grants
- Manage the budget by overseeing financial duties and bookkeeping
- Ensure NCN is fiscally responsible and provide a proposed annual budget and monthly financial statements to the Board, which accurately reflect the financial condition of the organization
- Create annual report

Leadership Transition (30% of time)

- Support staff through convening regular meetings and work to maintain staff morale during transition period to a permanent Executive Director
- Identify short term goals that are achievable and necessary for the success of the organization
- Keep detailed reporting and organized processes for all interim functions to ensure smooth transition to new Executive Director

- Make objective recommendations on internal processes to Board and staff as appropriate

Organization Operations and Programming (20% of time)

- Review current systems in place as well as organizational distribution of responsibilities and make recommendations for future implementation as needed or appropriate
- Work with staff to maintain and enhance relationships with peer and partner organizations, clients and agencies
- Provide summer programming support
- Supervise program directors, and support program staff as needed

Board Governance (10% of time)

- Communicate effectively with the Board and provide, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions
- Maintain communication and relationships between Board and staff and within the staff
- Participate in development of agendas for Board meetings and engage as appropriate with Board committees

Professional Qualifications

- Bachelor's degree
- Transparent and high integrity leadership
- Three to five years of nonprofit management experience
- Familiar with Christian Community Development principles and youth empowerment models
- Strong commitment to the values of diversity, equity, and inclusion as well as an ability to support institutional anti-racism goals
- Strong organizational abilities including planning, delegating, program development and task facilitation
- Knowledge of fundraising strategies and donor relations unique to nonprofit sector
- Strong written and oral communication skills
- Demonstrated ability to oversee and collaborate with staff and Board