



Executive Director

The Organization

Crisis Control Ministry has served neighbors in need for more than 50 years, providing assistance with basic life needs to individuals and families experiencing crisis in Forsyth and Stokes Counties. The organization supports those facing financial hardship by helping address essential needs such as food, housing stability, utilities, prescription medications, and other critical resources, with the goal of promoting dignity, stability, and empowerment.

Position Summary

Reporting to the Board of Directors, the Executive Director provides overall leadership and direction for Crisis Control Ministry (CCM), supervising staff, advancing the mission, and ensuring effective operations, governance, and community engagement. The Executive Director partners closely with board leadership to implement strategic priorities, strengthen programs, and steward organizational resources.

Qualifications

- Bachelor's degree in human services, social services, or a related field, or equivalent professional experience required
- Master's degree preferred
- Superior oral and written communication skills required
- Demonstrated administrative and organizational leadership skills required
- Experience supervising staff and working with a governing board strongly preferred

Key Responsibilities

I. Personnel Leadership

- Provide direct supervision and leadership to senior staff
- Conduct regular performance feedback sessions with staff directors
- Encourage and support staff education and professional development
- Determine and recommend staff salaries and annual adjustments to the Personnel Committee

- Hire, supervise, and, when necessary, dismiss staff in accordance with bylaw provisions
- Review and update staff job descriptions as needed
- Prepare Personnel Committee agendas in collaboration with the committee chair
- Lead monthly all-staff meetings
- Design and implement periodic staff enrichment programs
- Plan and facilitate annual staff retreats

II. Board & Governance Support

- Serve as staff liaison to the Executive Committee
- Prepare monthly agendas for the Executive Committee and Board of Directors in consultation with the Board Chair, including staff and committee reports
- Present an Executive Director's report at all Board of Directors meetings
- Plan the annual board retreat in partnership with the Board Development Committee
- Consult with the Board Development Committee on nominations for new board members and officers
- Work with the Board Chair on standing committee assignments
- Conduct orientation for new board members
- Serve as an ex-officio member of all standing committees

III. Operations & Administration

- Provide oversight of the Kernersville office
- Sign official correspondence on CCM stationery, co-signing with staff when appropriate
- Contribute articles to the quarterly newsletter and proofread final publications

IV. Public & Community Relations

- Approve press releases and participate in media interviews (radio, television, and print)
- Respond to public speaking requests, including major presentations and community meetings or luncheons (shared with staff as appropriate)
- Serve on community councils and committees or delegate representation as appropriate
- Maintain active relationships with community leadership groups and organizations
- Act as a consultant to community agencies as requested
- Communicate relevant community developments and policy issues to staff

V. Regional & National Engagement

- Represent CCM and present its service model to regional audiences
- Provide guidance and support to emerging councils and organizations as appropriate

VI. Program & Strategic Leadership

- Solicit, evaluate, and implement new program ideas in collaboration with program staff

- Ensure implementation of the organization's Strategic Plan and alignment with the Strategic Framework
- Advocate for CCM's policies and programs with stakeholders and the broader community

VII. Fiscal & Facilities Oversight

- Assist the Finance Committee with budget development
- Implement recommendations from the auditor's management letter as directed by the Board
- Oversee capital projects as approved by the Board
- Supervise building and grounds maintenance in consultation with the Properties Committee

VIII. Shared & Mission-Centered Responsibilities

- Provide casework supervision when appropriate
- Offer ministerial care in consultation with the Director of Client Services, including hospital visits and attendance at funerals

Salary Range: \$125,000 - \$135,000

APPLY HERE

Crisis Control Ministry has engaged Capital Development Services (CapDev) to conduct a search for this position. Candidates are required to submit a cover letter and a resume. All materials will be kept confidential. Application materials will be reviewed as received. Additional inquiries may be directed to search@capdev.com.