

**Executive Director
Job Description
(October 10, 2024)**

Designed For Joy, a faith based 501c3 nonprofit organization, providing women in crisis with stability through immediate employment and support, is looking to hire a dynamic Executive Director to lead our team. Designed For Joy was established in 2017, since then, our employment programs have provided more than 36,000 hours and over \$640,000 in living wages paid directly to 170 of the most vulnerable women in our community. Strong leadership, leadership with lived experiences, and a large network of community and volunteer partners have been the key to our success. Revenue has continually increased with a high of \$1,200,000 in 2023.

Overview:

The Executive Director is responsible for overseeing all aspects of Designed For Joy's operations, fundraising, program development, financial management, and staff supervision.

In addition to operational responsibilities, the Executive Director is a faithful and passionate leader that understands the importance of prioritizing the needs of the women that Designed For Joy serves. The Executive Director works closely with the board of directors to ensure that the organization is fulfilling its mission of providing immediate, living wage work for women in crisis. Also, our organization is unique in that we had two co-founders. The Executive Director will be filling the gap where one co-founder left, so they will work very closely with the remaining Co-Founder & Creative Director to ensure that the vision and mission of Designed For Joy is fulfilled. They are also responsible for cultivating and maintaining relationships with key stakeholders, including donors, partners, community leaders, and more.

Designed For Joy's Executive Director is responsible for overseeing the social enterprise arm of the organization to ensure a steady revenue stream from both retail and wholesale operations.

Responsibilities:

Organizational Leadership and Board of Directors Relations:

- Develops and implements the organization's strategic plan in partnership with the board of directors and staff
- Works in conjunction with the board of directors to fulfill the organization's mission
- Communicates regularly and effectively with the board providing updates regarding the organization's operations and performance

Fundraising

- Develop and lead a comprehensive fundraising and development strategy, in conjunction with the board of directors and fundraising staff, that aligns with the organization's mission and goals, with a focus on securing major gifts and individual donations.

- Identify and cultivate relationships with high-level donors, foundations, and other potential funding sources, working closely with the Board of Directors and other stakeholders to engage donors and secure major donations.
- Ensure that the organization raises enough funds to meet its annual goals and expand its mission reach and impact, monitoring progress toward fundraising goals and making adjustments as needed.

Financial Management

- In partnership with the board of directors, develop and oversee the organization's annual budget
- Have a strong understanding of the financial picture of the organization as a whole and clearly communicate that with the board and staff
- Ensure fiscal integrity of the organization and adhere to financial controls and compliance with governing bodies

Staff Management/HR

- Serve as a servant leader to the organization's staff, providing guidance, motivation, and support to help them succeed in their roles.
- Foster a positive work environment and promote teamwork and collaboration, building alignment across the organization, and encouraging staff members to contribute their unique perspectives and talents
- Promote communication and collaboration across all areas of the organization by implementing 'EOS' (Entrepreneurial Operating System) methodology.
- Responsible for making sure that the organization has the 'right people in the right positions'

Operations and Technology

- Ensures that the organization has the operational resources it needs to service its client population - from physical working spaces to technology infrastructure

Programs and Activities

- Works with program staff to achieve the missional goals of the organization - balancing programs and advocacy
- Has a solid understanding of the issues that its clients disproportionately face - and is always up-to-date on trends and developments in these areas

Community Relations and Communication

- Develop and maintain strong relationships with key stakeholders - community supporters/leaders, nonprofit peers, donors, partners, grantors, and local/regional media.
- Serve as the organization's official representative in the community and work closely with other professional, civic, and private organizations.
- Must clearly articulate the nonprofit's vision and mission to both internal and external stakeholders

Competencies:

- **Client-Centered Leadership:**
This leader will proactively exhaust resources and opportunities that improve the lives of our women, acting as their unwavering advocate.
- **Faith-Driven Ministry Leader:** We seek a confident leader rooted in their faith and committed to spreading the gospel of Jesus.
- **Social Justice Advocate:** The ED should have a deep understanding and experience in addressing social justice issues that disproportionately affect our women, including sex

trafficking, homelessness, substance use, immigrant and refugee needs, LGBTQ+ inclusion, generational poverty, and other forms of systemic injustice.

- **Visionary Leader:** We need an ED who can identify and capitalize on emerging opportunities, leading the organization into its next phase of growth.
- **Strong Local Network:** A leader who can hit the ground running with a strong social network of local connections is essential.
- **Teambuilder & Trust Builder:** This individual must possess strong team-building skills, capable of fostering trust and collaboration across all levels of the organization, from board members to staff (artisans to leaders).
- **Dynamic Energy With Humility:** We need a leader with dynamic energy, who practices radical hospitality, inspires big dreams, and fosters a welcoming, safe environment for all. Their enthusiasm and humility in their approach should set the tone for the entire organization.
- **Motivational & Charismatic Leader:** The ED must possess great passion for our women and mission, paired with charisma that motivates both internal teams and external stakeholders. This leader should inspire confidence and optimism while driving the organization forward.
- **Nonprofit & Business Acumen:** The ideal candidate will have a unique blend of experience in both nonprofit management and running a brand that includes retail and wholesale operations. This person needs to understand how to balance mission-driven work with the operational needs of a product-based company.
- **Revenue Generator: 2025 operating budget is \$1,500,000.00.** We are still in a "hustle phase" and need an ED who can effectively raise funds and sustain cash flow. The ability to develop an ongoing fundraising approach that enables us to consistently generate funds ahead of our seasonal financial needs to adequately build our operating cash as well as our capital reserves will remain crucial to our ongoing success.
- **Creative Problem Solver:** We need a leader who can start something out of nothing, bringing ideas from board members, staff, volunteers, and partners to life. The ED must have a proven ability to take concepts from inception to execution, transforming vision into impactful programs and initiatives.
- **Conflict Resolution & Mediation Skills:** The ED must be comfortable and confident in managing conflict. This includes navigating sensitive situations with staff, board members, and external stakeholders, and ensuring all parties feel heard and respected in the process.

Required Qualifications:

- Faith-Driven Ministry Leader: We seek a confident leader rooted in their faith and committed to spreading the gospel of Jesus
- Bachelor's degree in business administration, fund development, nonprofit management, economic development, or related field. In lieu of a degree, extensive experience will be considered
- Proven success in fundraising, strategic partnership development and the execution of events, communications, and other critical donor engagement strategies.
- Passion for nonprofit work and Designed For Joy's mission

- Advanced interpersonal, oral, and written communication skills
- Strong presentation skills and ability to influence effortlessly
- Experience managing staff and a departmental budget
- Organization skills for a fast-paced work environment

Preferred Qualifications:

We prefer candidates with a strong established network in the Raleigh, NC area.

Job Benefits:

At Designed For Joy, we value our employees and cultivate an atmosphere of inclusivity, diversity, and creativity. We value transparency and communication among all staff and strive to foster a community where we connect, have fun and learn together. We encourage professional development and opportunities for growth. Designed For Joy is committed and active in the communities we serve and offer opportunities to connect and volunteer.

- Full-time, work position
- Annual Salary \$85,000
- Generous time off, 5 weeks of paid time off and Holiday policies

Travel Requirement:

The ED may be required to travel for grant training, new market opportunities, mission trips, development and networking as many as 6 times a year.

IMPORTANT APPLICANT INSTRUCTIONS

Please include your salary requirements in your cover letter.