



**New Opportunity School for Women is seeking to hire an Executive Director.** The Executive Director is accountable for providing vision, direction, and leadership toward achievement of the mission and goals of the NOSW. The ED manages and directs all aspects of NOSW's operations including employees, programs, recruitment, finances, and resources to accomplish both immediate and long-term organizational goals. The successful candidate will develop processes and procedures to guide the work and assist in evaluation of effectiveness. The ED builds and enhances relationships with staff, volunteers, Board, regional and community partners, donors, and key constituents to further the mission.

### **OVERVIEW OF RESPONSIBILITIES**

- Implements strategic plan goals and objectives.
- Develops vision and evaluative protocol to adapt to changing needs and circumstances.
- Manages all organizational resources in service of the mission.
- Maintains financial stability.
- Engages the board, staff, stakeholders, and broader community in furthering NOSW's mission.
- Designs systems to support and enhance employee performance.
- Enhances donor relations and support.
- Maintains and enhances operational procedures and processes to more effectively serve the mission; and
- Preserves public trust through effective governance and best management practices.

**Please submit a resume with a cover letter to:**

**Robbie Pentecost  
New Opportunity School for Women  
204 Chestnut Street  
Berea, KY 40403**

**See below for the full position description.**

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**POSITION TITLE:** Executive Director

### **RESPONSIBILITIES:**

**Leadership and Development**

- Provides strategic leadership and effective management of the organization's overall operations.
- In collaboration with NOSW Board of Directors, works to develop and implement an ongoing strategic planning and evaluation process with measurable indicators.
- Develops collaborative processes, including communications and outreach.

### **Fundraising**

- Along with the Development and Communications Coordinator, raises operating and programming funds through foundation support, Major Gifts, annual support, and Planned Giving strategies.
- Develops, fosters and maintains relationships with donors and foundations and works to cultivate new donors.
- Develops and implements a Planned Giving Program for NOSW in conjunction with the Development/Communications Coordinator and the NOSW Board Development Committee.
- In collaboration with the Development and Communications Coordinator, manages annual appeal process and has oversight over all fundraising activities.
- Implements long- and short-term strategies for development and marketing activities with measurable goals.
- Fosters an understanding of philanthropy within the organization and ensures all fundraising efforts are coordinated and strategic.
- Manages grant writing process including identifying grant sources and reviews all grant proposals. Ensures that tracking and reporting process is in place.
- Identifies ways to involve volunteers and donors to reach new prospective donors.
- Establishes protocols to maintain accurate and detailed records of all prospective donors, current donors, and other constituents and to ensure the privacy of donor and participant information.
- Ensures the integrity of donor/participant communications.

### **Board Development/Relations**

- Reports to and carries out duties under the direction of the NOSW Board of Directors.
- Keeps Board apprised of key changes in the environment, regional & institutional challenges, and possible strategies to address changes or overcome barriers.
- Works with Executive Committee in coordination and planning of NOSW Board of Directors meetings and ensures all reports are processed and ready for meetings.
- Orients new Board members and assists committee chairs when needed. Attends committee meetings.

### **Program Oversight and Management**

- Oversees the development and implementation of both residential and non-residential programs and workshops in conjunction with the Program Manager.
- Oversees the organization of, and actively participates in, the two-week sessions and graduate leadership development retreat, as possible.
- Implements policies regarding the scope and content of programming.

- Oversees implementation of follow-up programs, including but not limited to annual reunion, quarterly newsletters, scholarships, surveys, outreach activities, and new programming.
- Serves as liaison and assists staff at NOSW expansion sites and NOSW Foundation with needed information and resources.
- Advocates for the needs of program participants.

### **Financial Management, Oversight, and Operations**

- Manages accounting procedures with assistance from NOSW accountant and Operations Manager.
- Develops and allocates annual budget and arranges annual audit.
- Manages investments in cooperation with the Board Treasurer and investment advisor.
- Oversees the management of all operations to include but not limited to facilities, technology, and insurance, and maintains effective partnerships with appropriate consultants and/or vendors in conjunction with the Operations Manager.

### **Personnel Management**

- Responsible for the hiring, supervision, and evaluation of paid staff and volunteers.
- Provides opportunities for skill enhancement and team building for staff and volunteers.
- Manages all personnel functions and maintains records.
- Develops, in conjunction with staff, annual work plans and meets regularly to discuss progress and offer coaching.
- Oversees the development and ongoing evaluation of comprehensive policies and procedures, including Personnel Policies and Procedures.

### **Public Relations**

- Directs and approves all public relations activities.
- Works with Development and Communications Coordinator to develop and maintain standard promotional materials regarding recruitment, fundraising, and publicity.
- Attends presentations on behalf of the NOSW to a variety of audiences.

### **QUALIFICATIONS AND EXPERIENCE:**

- Master's degree preferred, Bachelor's degree plus five years' experience managing a non-profit or public organization; OR, an equivalent combination of education and/or experience which provides the required knowledge, skills, and abilities.
- Experience with budgeting and managing finances, staff, and facilities.
- Fluency with the history, geography, culture, organizations, development resources, and women's issues in Eastern Kentucky and Central Appalachia strongly desired.
- Experience of working with, motivating, and fostering a team approach.

### **KNOWLEDGE, SKILLS, and ABILITIES:**

- Demonstrated fundraising ability and familiarity with best practices and principles of philanthropy.

- Demonstrated problem-solving and decision-making skills.
- Excellent interpersonal skills with the ability to relate to people of diverse backgrounds.
- Demonstrated collaborative leadership and vision-casting.
- Strong organizational skills with the ability to handle multiple and diverse tasks.
- Dependability, excellent judgment and demonstrated ability to operate in flexible, team-oriented environment.
- Excellent verbal and written communication skills.
- Ability to speak publicly to large groups.
- Ability to manage through times of crisis.
- Ability to maintain strict confidentiality of program participants and all records and files of the NOSW.
- Ability to collaborate with a nonprofit Board of Directors.
- Knowledge of and ability to use Microsoft Office software to include Word, Excel, PowerPoint, and Outlook; and ability to learn and use new equipment and software.

**REGULAR WORK HOURS/WORK DAYS:** 40 hours per week, full-time, salaried, exempt with additional evening and weekend hours, particularly during the residential session, as needed to meet position needs. There is no compensatory time for this exempt, salaried position.

**SUPERVISION RECEIVED:** Reports directly to and takes direction from the New Opportunity School for Women (NOSW) Board of Directors.

**SUPERVISION EXERCISED:** Directs and evaluates the work of all full-time and part-time NOSW employees and contractors.

**LICENSING OR CERTIFICATION REQUIRED:**

A valid Kentucky driver's license and the capability to drive a 10-passenger van are required.

**PHYSICAL REQUIREMENTS:**

Physical requirements include but are not limited to driving, extensive travel, walking, climbing stairs, sitting for long periods of time, bending, and lifting up to 25 pounds or more.

**TYPE and FREQUENCY OF EQUIPMENT USED:**

Daily use of standard office equipment including but not limited to computers, printers, scanners, copy machine, calculators, and multi-line telephone.