

Executive Director Roles and Responsibilities

Date: December 2018

Araminta Freedom Initiative Mission Statement: To awaken, equip and mobilize the Church and community in Maryland to end human trafficking through education, prevention strategies, and restorative survivor services.

Description:

Reporting to Board of Directors, the Executive Director (ED) has overall strategic and operational responsibility for Araminta's staff, programs, expansion, and execution of its mission. The ED has a deep knowledge base of the anti-human trafficking field, core programs, operations, and business plans.

Responsibilities

Leadership & Management:

- Maintain a strong commitment to the organizational vision, mission and values that guides the organization in accordance with each
- Clearly articulate the vision, mission and values throughout leadership discussion, external presentations and meetings, and in public appearances
- Actively engage Araminta volunteers, board members, committees, partnering organizations, and donors
- Develop, maintain, and support a strong Board of Directors: serving as ex-officio of each committee, seek and build board involvement with strategic direction for all mission activities
- Lead, coach, develop, and retain Araminta's high-performance senior management team

Programmatic Leadership

- Supervise the directors in all three program areas: church and volunteer mobilization, training and education, and survivor services
- Build and maintain partnerships with state agencies, partner non-profits, and businesses to maintain programmatic reach
- Serve on the Maryland Human Trafficking Task Force and other county or city coalitions to coordinate Araminta programmatic involvement
- Assure adherence to ethical practices, professional standards and applicable clinical models in all program areas

Fundraising

- Oversee all fundraising activities to support existing program operations and expansions
- Collaborate with the fundraising committee and Chief Operating Office to align the overall fundraising strategy with the annual budgeted income
- In collaboration with the Chief Operating Officer, apply for applicable public and private grant opportunities
- Develop and maintain private large donor relationship
- Supervise staff implementation of fundraising communications and events

Financial Management

- Assure overall financial alignment with the strategic plan and programmatic needs of the organization
- Monitor financial reporting and regulatory adherence through review of reports by the Chief Operating Officer

Strategic Planning

- Guide the strategic planning process for program and organizational expansion
- Ensure adherence to the vision, mission, and values through strategic planning and implementation
- On-going oversight of staff leadership's implementation of the strategic plan

Networking

- Represent the organization at conferences, churches and public speaking events
- Use external presence and relationships to garner new funding and programmatic opportunities

Qualifications

The ED will be thoroughly committed to Araminta's mission and have proven leadership, coaching, and relationship management experience.

- Advanced degree required, ideally an MSW or MBA with 5 years of experience in leadership
- Experience in social service, child welfare public or private agencies
- Unwavering commitment to quality programs, with a survivor centered and trauma-informed approach
- Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives, and oversee financial management
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning
- Collaborate effectively with people and organizations of diverse cultures and faiths
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed
- Demonstrate a mature faith in Jesus Christ
- Knowledge of Presence Based Leadership preferred (Description of Presence Based Leadership attached)
- Works from a posture of strength to effectively manage conflicts
- Skilled mediator with community partners, staff members and volunteers