



## **JOB DESCRIPTION**

### **Executive Director**

Every day, women and children are affected by poverty, violence, and neglect. Good Shepherd Volunteers (GSV) responds to this challenge by connecting recent college graduates to these needs in our communities through a one-year service program. GSV is seeking an energetic Executive Director who is eager to apply his/her fundraising, leadership, and administrative skills in a new and dynamic environment. The successful candidate will meet fundraising and program development goals, strengthening the future of the organization.

The Executive Director has responsibility to foster a collaborative team environment among two staff members and approximately 20 full-time volunteers.

#### **Mission:**

Good Shepherd Volunteers recruits, educates, and supports full-time volunteers who use their God-given talents to serve women, adolescents, and children affected by poverty, violence, and neglect in domestic and international placements. Our volunteers live out the four tenets of Social Justice, Simplicity, Spirituality, and Community, and are encouraged to maintain a commitment to these principles for a lifetime. Good Shepherd Volunteers, founded by the Sisters of the Good Shepherd, is dedicated to honoring the sisters' core values of Individual Dignity, Mercy, Reconciliation, and Zeal.

#### **Job Responsibilities:**

##### **Leadership**

- Collaborate with and engage the support of the Board of Directors on implementing the organization's 2016-2019 strategic plan
- Work with the Board of Directors to develop the next strategic plan to ensure a forward thinking strategy for the organization
- Foster a collaborative team spirit among staff and volunteers
- Conduct annual staff performance evaluations
- Primary liaison with:
  - Board chair and committee chairs
  - Provincial leaders of the Sisters of the Good Shepherd, GSV's sponsoring organization
  - Good Shepherd domestic and international placement sites
  - Colleague programs in the Catholic Network of Volunteer Services and similar organizations
- Manage and supervise the work of the Program Coordinator and Marketing Coordinator, including:
  - Building relationships with placement agencies
  - Ensuring proper evaluations of placement sites and the job performance of the volunteers
  - Recruitment, evaluation, selection and placement of volunteers
  - Marketing initiatives including website development and publication of newsletters
- Oversee the cohort of approximately 20 volunteers annually

### **Development**

- Develop and implement fundraising plans that increase the annual revenue by \$25,000 by 2020. This includes strengthening relationships with current donors, cultivating new donors and sources of support, and designing and implementing fundraising campaigns and events
- Capitalize on the upcoming 25th Anniversary of the organization to strengthen overall fundraising efforts and to increase engagement with GSV alumni and other key potential supporters
- Research and apply for grants and once secured, track grant requirements and ensure compliance

### **Finance and Administration**

- Administer payroll and provide financial management by developing the annual budget, monitoring receipts and expenditures, and analyzing financial health of the organization
- Administer human resources policies and procedures which includes updating the program, employee, and volunteer handbooks
- Ensure adherence to audit requirements, legal, and financial guidelines to ensure organizational compliance and mission alignment

### **Programming**

- Provide strategic vision and direction for overall program improvement and development
- Approve new Good Shepherd placements sites
- Mentor, counsel and manage conflict as needed to aid volunteers in their personal growth during service placement
- Participate in volunteer candidate interviews
- Lead team to facilitate orientation and four annual retreats

### **Job Qualifications:**

- Commitment to GSV's mission including willingness to personally grow in each of the four tenets of simplicity, social justice, spirituality, and community
- Bachelor's degree required. Master's in nonprofit management, development or other related field preferred
- 3-5 years supervisory experiencing managing staff and budget, preferable at a nonprofit or similar organization
- 3-5 years experience in nonprofit fundraising, with a clear track record or success in cultivating and soliciting donor and foundation support; grant writing experience preferred
- Excellent oral and written communication skills and strong interpersonal skills
- Proficient skills in MS Office, Word, Power Point and Excel. Experience with QuickBooks, E-Tapestry and Publisher preferred
- Ability to work evenings and weekends occasionally, including 5 overnight retreats and approximately 5-7 trips per year (domestic and international)
- Willingness to spend at least three years committed to the organization
- Experience with young adult service volunteerism preferred

**Salary & Benefits:**

**Salary:** \$70,000 annually

**Other Benefits:**

- Full health benefit plan including medical, dental, and vision; GSV pays 100% of premiums for individual coverage of full time employees
- Competitive earned paid time off and vacation policy
- Comp days, as appropriate, to provide time-off for Saturdays and Sundays worked during volunteer retreats
- Half-day Fridays during June and July and options for flexible work schedule around the Christmas season and New Year's, depending on the needs of the organization
- Retirement Savings Plan: 403(b)

**Location:** Astoria, Queens, NY

**Reports to:** Board of Directors of the Good Shepherd Volunteers

**How to apply:**

Please send your resume and a detailed cover letter stating your interest in GSV and this role to the GSV Executive Director Search Committee at [gsvsearchcommittee@gmail.com](mailto:gsvsearchcommittee@gmail.com). Please write "GSV Executive Director Search" and your name in the subject line of the email. No phone inquiries, please.

**Application deadline:** March 6. Applications will be reviewed on a rolling basis.