

**GRACES**

*Executive Director – Job Description*

Reports to: Board of Directors

Status: Full-Time Salaried

This job description is based on an evaluation of the position at the time this description was written. This job description will change from time to time as tasks, organization and technology change. Accordingly, the Board of Directors reserves the right to revise all or any part of this job description and the essential function of the job.

Qualifications:

* A bachelor’s degree in management, human services, education or similar (preferred). 5+ years of related work experience.
* Experience with a 501©3 preferred (nonprofit)
* Experience with grant writing and fundraising preferred
* Spanish speaker and/or experience with Latin American culture preferred

Temperament:

Able to organize and prioritize multiple work demands and school needs; excellent communication skills; able to make decisions in an effective, consistent and objective manner; a team player. Must maintain relationship and open communication between Board of Directors, school personnel, volunteers and donors.

Physical Demands and Job Requirements:

* Strong, personal relationship and membership in a Christian church including associated values
* Ability to work a flexible schedule
* Ability to travel internationally
* Demonstrate a sincere heart for the philosophy and mission of GRACES and Escuela Integrada.
* Ability to manage numerous job responsibilities with professionalism
* High degree of accuracy in job responsibilities with attention to detail
* Ability to plan, monitor and evaluate programs and operating budgets
* Ability to work effectively with volunteers, donors, Board, religious organizations, committees and the public
* Excellent verbal and written communication skills
* Knowledge and ability to work in varied cultural environments (cultural competency).
* Knowledge of fundraising strategies and donor relations unique to the nonprofit sector.

***ANNUAL PERFORMANCE EVALUATION***

The Executive Director is the Chief Executive Officer of GRACES. The Executive Director reports to the Board of Directors and is responsible for the organizations’ consistent achievement of its mission, financial objectives, program development, administration and donor/community relationships.

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| Performance Standards:  1 = Does not meet standards; 2 = Meets Standards;  3 = Generally exceeds Standards; 4 = Outstanding |  | Performance Rating  1 2 3 4 |

**Financial Management/General Administration:**

* Expand funding opportunities and relationships which are in keeping with the Christian mission.
* Responsible for leading effective administration of GRACES operations.
* Prepare the annual budget with assistance from the Board Treasurer to be presented and voted on in the November meeting each year.
* Manage school budget in conjunction with school Comptroller. Prepare a summary of activity for the Board monthly board meetings.
* Along with the Board of Directors, develop a working Strategic Plan and review monthly.
* Ensure/oversee the receipt, recording, depositing and acknowledgement of financial contributions in a timely manner.
* Research, develop, write and submit grant proposals to external funding sources.
* Follow up with grantors with required grant summaries including income/expense and program outcomes.

**Donor, Community, Church and Board Relations:**

* Responsible for being the public “face” of GRACES
* Attend all regular and called meetings of the Board of Directors. Submit reports, verbal or written, on all activities relating to the school. Prepare minutes, monthly financials and other pertinent materials sending out electronically at least 72 hours prior to Board meeting for review (Consent Agenda).
* Arrange for the Board of Directors annual retreat/graduation celebration and fully develop itinerary to include: Strategic Planning, yearend review, involvement with school staff/children and other needed activities.
* Fully align Board to be a functional, term limited group of 9 engaged persons that attend all meetings and serve on at least one committee taking care that there is diversity (cultural and partner churches represented equally).
* Develop, monitor and implement organizational policies
* Develop a Board Handbook and update annually as needed.
* Assist the Board Nominating Committee in vetting new Board members, provide new Board member orientation/handbook.
* Promote and maintain a working relationship with other, like minded organizations involved in the educational ministry of Guatemala.
* Ensure that all pertinent information is effectively communicated and disseminated effectively

through the website, local newspapers, Facebook, etc.

Effective Date: 01/01/16

Revision Date: 06/24/19