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### **Our Mission**

Our mission is to work with neighborhood residents and partners to create a vibrant and thriving community through empowerment and advocacy while meeting basic needs.

### **Our Vision**

Our vision is to create an equitable and empowered community.

### **Our Values**

The Cameron community is:

*Trustworthy Caring Respectful Dedicated Effective*

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## **Position: Executive Director**

**Reports to:** Board of Directors

**Status:** Full-time, Exempt

### **JOB SUMMARY**

Under the direction of the Board of Directors, the Executive Director is responsible for overall management and operation of Cameron Community Ministries (CCM). The Executive Director will partner with and support the Board of Directors on organizational strategy, champion the development and implementation of strategic goals and operating objectives, lead external community relations and provide leadership and direction to Cameron staff toward achievement of our mission.

### **KEY RESPONSIBILITIES**

#### **Leadership**

- Develops, implements and accomplishes the agency's annual goals as approved by the Board of Directors, including regular updates to the Board on goal progress.
- Provides overall leadership of staff in the development and implementation of annual short and long range plans, policies, programs, procedures and other activities.
- Directly manages the Executive Staff of the agency.

#### **Finance Management**

- In collaboration with the Finance committee, ensure the ethical management and disbursement of funds according to contract terms in alignment with appropriate guidelines and governing laws.
- Monitors, prioritizes, controls, and projects expenditure of funds to comply with authorized budgets and audit accountability; makes staffing and expenditure decisions.
- Steward the financial viability of the organization through fiduciary oversight of the annual budget, compliance with standard accounting practices, the agency's investment policy, and coordination of third party audits of financial records
- Propose and assure strict ongoing fiscal responsibility of agency budget.

#### **Fundraising and Donor Relations**

- Solicit philanthropic gifts through annual giving, special events, direct mail, deferred giving including wills and bequeaths, and any other board approved campaigns
- Identify and cultivate individual, foundation, corporate, church and government relationships for the purpose of generating funding for the organization
- Steward and continue to cultivate donors beyond capital campaign

- Ensure donor database integrity and appropriate use
- Oversee, write and strengthen grant and other funding applications and compliance reporting to grantors
- Organize committees to work on fundraising, attend all meetings accordingly, conduct fundraising events

### **Public Relations**

- In conjunction with the Marketing and Development committee, ensure marketing and public relations activities, including the creation of collateral materials, the annual report, newsletters, direct mail and other forms of communication align with agency's mission, brand and strategic plan.
- Serve as primary spokesperson for Cameron, preserving the image and brand of the organization while managing and perpetuating the quality and rigor of the programs
- Build new partnerships and establish relationships with new potential funders, and political and community leaders.
- Participate in Council of Agency Executives – to create visibility for Cameron and to maintain a working knowledge of significant developments and trends in non-profit leadership and development.
- Create and accept opportunities to speak with churches and other groups
- Active promotion of Cameron in the community

### **QUALIFICATIONS**

- Bachelor's Degree required, Master's Degree desirable.
- Five years of successful not for profit leadership preferable.
- Excellent organizational skills, including attention to detail and meeting deadlines.
- Strong administrative and business skills, including budget management.
- Strong Analytical abilities.
- Ability to multi-task, meet concurrent deadlines, and shift gears quickly.
- Good interpersonal skills, manners, and listening skills.
- Demonstrated supervision skills.
- Good communication skills, both written and spoken.
- Computer proficiency (e.g. Word, Excel, PowerPoint, Publisher).
- Ability to work sensitively with people of diverse cultural, racial, and economic backgrounds.
- Experience with Strategic Planning.
- Interest in issues of poverty, at risk urban youth and families.
- Strong work ethic, self-motivated, team player, highly ethical.
- Proficiency in Spanish a plus.

### **COMPENSATION & BENEFITS**

- Full Time Exempt
- Salary range \$70-75,000 annually, commensurate with experience
- Health Insurance available
- Four (4) weeks vacation
- TAS (annuity supplement) participation offered
- Program lunch provided
- Free Parking

**TO APPLY:** Resume and cover letter should be sent via email to Cameron's Board President, Emily Hessney Lynch, at [careers@cameronministries.org](mailto:careers@cameronministries.org)

**CCM is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.**