

Job Title: Executive Director**Organization:** Midland Baptist Crisis Center (MBCC)**Location:** Midland, TX**Closing Date:** Open until filled**Job Description:**

The **Midland Baptist Crisis Center (MBCC)** is seeking a passionate Executive Director (ED) to lead the organization through an exciting future of upcoming growth and development. This ED will be responsible for overseeing all aspects of our organization, ensuring that operations are working efficiently and effectively to meet ministry goals. In this role, the ED will be the face of the organization, working closely with the Board of Directors (Board), staff and volunteers, community leaders, and corporate leaders who are partners, and donors of all levels. Our values consist of communication, recognition and collaboration. We are in search of an Executive Director who is aligned with our mission and will continue to enhance it through positive leadership.

Key Responsibilities:

- Lead organizational operations, administration, and strategic direction.
- Establish a shared vision and culture of high expectations for all donors.
- Communicate effectively with the Board and provide, in a timely and accurate manner, all information necessary for the Board to function properly and make informed decisions. • Lead, coach, develop and retain volunteers and staff.
- Interview, select, and evaluate staff and volunteers.
- Expand efforts to reach out to our culturally and linguistically diverse community to build capacity for fundraising, volunteers, community partners, and develop and execute our strategic priorities.
- Grow the organization's capacity to raise an annual operating budget by navigating donor fundraising, annual fund development and larger funding campaigns.
- Develop and manage annual budget for the organization; identify and make needed adjustments to ensure continuing fiscal responsibility in collaboration with Board.
- Oversee strategic planning processes that includes Board, staff, volunteer and community partner input.
- Serve as the organization's primary representative to external donors, community partners and oversee regular and appropriate communication.
- Plan and execute an upcoming capital campaign/fundraising event to support the organization's future growth plans.
- Develop strategic community partnerships to create innovative new revenue streams with a goal toward deepening community impact.
- Develop, maintain, and support the active and effective engagement of a diverse Board.
- Ensure the integrity and rigor of the organization's programming and measure success through regular evaluation.
- Develop and implement organizational evaluation tools and systems.

Ideal Experience:

The ideal candidate will have the following experience and qualifications:

- Leadership/management experience within the context of current or recent employment. Bachelor's Degree, of equivalent experience, preferred.
- Demonstrated experience in working effectively with a Board of Directors.
- Leadership and strategic qualities to develop and manage staff and to direct day-to-day activities and operations;
- Supervisory experience required;
- Demonstrated fiscal management, budgeting and fundraising experience.
- An organized and strategic approach to fundraising with experience in managing, developing and coordinating successful fundraising efforts;
- Demonstrated experience in effective communications in the community and the public.
- Demonstrated success in the cultivation, solicitation and stewardship of foundation and corporate donors;
- Knowledgeable of the legislative/ advocacy process.
- Familiarity with volunteer organizations.
- Proven ability to recruit, train, counsel, motivate and lead.
- An effective communicator who is articulate and persuasive in written and verbal communications; adept at crafting proposals, donor correspondence and other kinds of materials and making presentations to a variety of audiences;
- Strong interpersonal skills.
- Demonstrated ability in building partnerships, coalitions, individual relationships; ability to bring together diverse segments of the community to work together for a common goal.
- Demonstrated understanding and appreciation for the use of technology and information systems in increasing organizational effectiveness.

Requirements:

- Have a valid driver's license, a good driving record, and are able to lift up to 40 lbs.
- Able to pass a criminal background check.
- Able to travel independently on the grounds and in the community to attend various meetings with the public.
- Able to converse verbally and in writing with employees and stakeholders regarding activities and services. Bi-lingual (English/Spanish) preferred.
- Able to utilize information systems, including hardware, software and phone systems.

How To Apply

Send resume with cover letter to Jay Whitlow at jaywhitlow@crestview.church