



Position Description

Changed Choices Executive Director

POSITION DETAILS:

Reports to: Board of Directors
Position Status: Full-time
Payroll Status: Salaried, exempt
Location: Charlotte, NC

ABOUT US:

Changed Choices exists so that women who have experienced incarceration lead restored lives marked by healthy decisions, self-sufficiency, and contribution to their communities.

As followers of Christ, we empower currently and recently incarcerated women to achieve lasting, positive change through programming and personalized mental, emotional, physical and spiritual support.

Based out of Charlotte, Changed Choices staff members maintain relationships with their clients in facilities in North Carolina and federal facilities throughout the United States with a noteworthy recidivism rate of less than 4%. In addition to the core program CARE (Comprehensive Approach to Re-entry Effectiveness) and with an emphasis on mentoring, Changed Choices enjoys partnerships with a number of agencies including the Mecklenburg County Sheriff's Office where it provides programming, leads Bible Studies and provides professional counseling.

ABOUT THE POSITION:

Changed Choices is looking for a highly-energetic, creative leader to guide the organization to the next phase of success through programmatic excellence, organizational growth and increased brand awareness. The Executive Director is responsible for overseeing the administration, programs and strategic plan of the organization to best position it for financial sustainability and maximum impact on clients and the community.

The successful candidate will be a strategic motivator and thoughtful leader who will be a public advocate for social justice in the Charlotte area. She must have demonstrated experience in building effective networks and relationships with a range of audiences, including members of the philanthropic, financial and nonprofit communities, civic leaders, government agencies and peer organizations. The ideal candidate must have a proven track record for taking an organization, or a department within a larger organization, to an advanced level. She should have demonstrated success managing multiple priorities and managing the needs of diverse

constituencies, both internal and external. The position reports directly to the Board of Directors.

POSITION RESPONSIBILITIES:

Candidates must have a commitment to Changed Choices mission as a follower of Christ to empower currently and recently incarcerated women to achieve lasting, positive change through programming and personalized mental, emotional, physical and spiritual support.

Leadership and Management:

- Uphold and cultivate Changed Choices vision, mission, and core values.
- Provide and administer a strategic plan to ensure that Changed Choices can successfully fulfill its mission into the future.
- Hire and retain competent, qualified staff.
- Ensure ongoing programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems; recommend timelines and resources needed to achieve the strategic goals.
- Ensure annual performance evaluations are completed, human resources practices are established, and legal obligations upheld.

Financial:

- Maintain the fiscal integrity of Changed Choices, to include submission to the Board of Directors of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
- Maintain the organization's positive financial position through fiscal management that generally anticipates operating within the approved budget and ensures maximum resource utilization.
- Oversee fundraising and the development of other resources necessary to support Changed Choices' mission.

Community Relations:

- Enhance Changed Choices' image by being active and visible in the community and by working closely with other professional, civic and private organizations.
- Strengthen and maintain current ministry and business partnerships, while utilizing existing relationships to identify and develop new partnerships.
- Establish sound working relationships with community groups and organizations through active participation in community.
- Function as the organization's key public speaker and public relations representative.

Board Governance:

- Lead Changed Choices in a manner that supports the organization's mission as defined by the Board of Directors.
- Communicate effectively with the Board of Directors in a timely manner on organization status, and all information necessary for the Board of Directors to function properly and to make informed decisions.

- Follow the specifics of the Board Governance Manual as related to the Executive Director position.

Qualifications:

- A follower of Christ, as stated in the Changed Choices mission statement.
- A Bachelor's Degree required.
- A minimum of five years of related full-time professional experience in nonprofit management.
- Excellences in organizational management with the ability to coach staff, manage and develop high-performance teams, set and achieve strategic objectives.
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.
- Hands on budget management skills, including budget preparation, analysis, decision-making and reporting.
- Strong organizational abilities including planning, delegating, program development and task facilitation.
- Strong public speaking ability.
- High integrity, self-directed and compassionate leadership.
- Demonstrated understanding of issues of diversity and inclusion; demonstrated leadership and effectiveness in promoting respect and appreciation for diversity and inclusion among clients, staff, and families.
- Professional experience working with or supporting people in high need, emotional, or crisis situations.
- Previous experience working with a Board of Directors.

Compensation:

Compensation is commensurate with experience and size of organization within the nonprofit arena. Incentives and increases will be determined by the Board of Directors per goals set in place.

How to Apply:

This position requires female applicants.

This position requires some evening and/or weekend engagements.

Send the following to SearchCommittee@ChangedChoices.org:

1. Your resume, documenting experience directly relevant to job duties of this position.
2. A cover letter articulating specific interest in the position of Executive Director of Changed Choices. Explain what draws you to Changed Choices. Describe your education and experience relating to non-profit leadership and/or the Justice System.
3. Names and contact information for three professional references familiar with your experience in job duties of this position.