

**Franciscan Ministries, Inc.**  
**Executive Director Position Description**

**Summary**

The Executive Director is responsible for overseeing and carrying out Franciscan Ministries' mission and strategic plan, advancing a vision for the future, and ensuring that the strategic plan is in focus, understood by stakeholders, and integrated into the design of all operations. Within the organization, the ED cultivates a spirit of continuous improvement and a culture that echoes the mission.

**Essential Responsibilities**

**Board Governance**

- Work with board and executive committee to fulfill FM's mission.
- Recruit, cultivate, and maintain relationships with board members; building a diverse board.
- Coordinate, prepare and attend board, executive committee and other board committee meetings as appropriate.

**Financial Management and Viability**

- Develop and maintain resources sufficient to ensure the financial health of the organization.
- Work with volunteer finance officer, finance committee and staff on all aspects of organizational finances, policies and procedures. Ensure the highest level of fiscal integrity.
- Prepare and oversee annual budget in conjunction with directors and finance officer.

**Fundraising and Communications**

- Oversee and engage in the planning and execution of all events and fundraising initiatives, including the annual appeal.
- Prospect and write/edit grants and grant reports. Build/maintain relationships with grantors and ensure accountability for funding.
- Identify and cultivate potential donors/benefactors.
- Contribute and/or provide oversight for all public relations activities, including newsletters and other publications.
- Represent FM publicly, at events and speaking engagements, and through networking in the community.

**Organizational Operations**

- Oversee all programs and activities of FM, ensuring quality service delivery and accountability for funding. Stay current on best practice in each area of service.
- Maintain close relationship with FM's sponsor, the Franciscan Sisters of the Poor, providing information and requesting approval through Congregational Councilor as required and as outlined in reserved powers of the Articles of Incorporation.
- Be active and visible in community, participating in associations and coalitions as appropriate.

- Oversee and ensure proper use, maintenance and safety for staff and FM facilities.
- Ensure government and other compliance.
- Identify and manage organizational risks. Obtain and maintain appropriate insurance policies.

#### **Human Resources Planning and Management**

- Hire and retain competent, qualified staff.
- Provide direct and indirect supervision, training, coaching and performance management. Maintain positive employee relations. Interpret and apply employment policies.

#### **Minimum Requirements:**

- Bachelor's degree in a relevant field of study; Master's preferred
- 10 years' experience in a nonprofit, human service environment
- 5 years' experience, with demonstrated success, in nonprofit leadership and fund development
- Proficient in use of MS Office Suite, fundraising database/software and social media
- Skills/Strengths: strategic mindset, financial/business acumen, fundraising, management, leadership, relationship building, analysis, problem-solving, verbal and written communication, facilitation, presentation