Executive Director Job Description

**Background:**
Memphis Gridiron Ministries, Inc. (MGM) is a faith based 501c3 non-profit organization located in Memphis, TN. The organization is an outreach ministry created to administer, support and oversee a youth tackle football programs in the Binghampton community and potentially additional neighborhoods and communities. Memphis Gridiron Ministries' mission is to utilize the unique environment of youth football to share and model the gospel of Christ to grade school boys and to help build selfless character in a challenging environment. Our vision to accomplish this mission focuses on sharing and modeling the Gospel of Christ by way of spiritual coaching, mentoring, relationship building and defeating the "Win-at-all-Cost Mentality" that is pervasive in many youth sports today. While viewed externally by some as a recreational program, our intent and focus is more holistically missional in nature with significant mentoring emphasis placed on the academic, spiritual and personal lives of our participants. Begun in 2013, MGM has had some 150 players participate in our Binghampton program and another 70+ having been involved with a former East Memphis program.

**Executive Director Responsibilities:**
MGM seeks an Executive Director to lead the organization, fulfill its mission and facilitate the programs offered and their growth under the direction of the MGM Board of Directors. MGM’s Exec. Director position is a full time position that requires relationally engaging with the present and past participants in the Binghampton program and further, a sincere passion for the academic, physical and spiritual progression of urban youth. Candidates must have a firm understanding of the gospel of Jesus Christ and the ability to effectively communicate this with youth. Responsibilities include coordination, management and development of the Binghampton Program as well as assistance in the management of growth of similar programs in other communities in Memphis. More specifically the Executive Director will be charged with, but not limited to:

**Coordinate & Communicate All Program Activities:** Coordination and organization of all equipment and uniform inventory; recruiting and management of coaching staffs; ensure containers and field are properly prepared/organized; attend league meetings and comply with necessary paperwork for MGM teams; develop all schedules for practice and games; Continual communication with coaches and player families of game and practice schedule; Prepare logistics plans for away games; coordinate all game day activities and preparation; work closely with coaching staffs and volunteer coordinator to assist them in practice and game coordination;
Plan and communicate end of season banquet, annual Christmas party, spring teambuilding retreat; ensure coach and player mentoring opportunities are communicated and encouraged; Engage participants in off-season events/activities.

**Conduct Recruitment and Registration for Participants:** Establish relationships and rapport with Cornerstone Prep, Brewster, Binghampton Christian Academy and other area public and charter school administrators to allow for recruitment of participants via school handouts, or postings; establish and coordinate registration events in early summer for upcoming fall participants and acquire all necessary paperwork.

**Manage and Coordinate Tutoring Program:** Work with Academic Accountability Coordinator to develop and encourage participation in after school tutoring program. Develop ways to encourage, motivate and hold accountable program participants in their academic pursuits and success.

**Coordinate & Manage Alumni Mentoring Program:** Work to develop and coordinate an ongoing mentoring program utilizing coaches, former and present, as well as other volunteers to serve as mentors to participants that have aged out of the program. Coordinate and communicate regularly scheduled events, dinners, etc. to facilitate mentor-alumni interaction; develop and/or engage alumni in existing faith based small groups, bible studies.

**Manage Partner Synergies:** Act as the MGM liaison to all of our community partners including, but not limited to, Lester Prep, Cornerstone Prep, Brewster Elementary, Binghampton Development Corporation (BDC), Lester Community Center, Carpenter Art Garden, New Vineyard Baptist Church, First Baptist Broad, Eikon Ministries, Crosscheck Athletic Association and Nathan Street Ministries.

**Resource Development and Fundraising:** Assist the Board of Directors in continuing an effective annual fundraising plan and assist/engage in online foundation grant request applications. Assist and accompany board members in personal meetings with potential donors or funders and support/attend fundraising events. The goal is to build long-term stability and sustainability of the organization.
Other Management and Leadership Roles:

- Communicate effectively with participants and their families for all scheduled activities
- Work in partnership with other key organizations in the community as well as Crosscheck Athletic Association and its member organizations.
- Administration of organization and stakeholders
- Work closely with the Chairman and the Board of Directors to ensure the mandate and mission of the organization is fulfilled.
- Set high performance standards, expectations, and goals and work with coaches and board to meet those goals and standards.
- Assist in developing annual budget and track expenses accordingly in cooperation with the Board.
- Maintain and improve, where needed, the oversight of policies, procedures, and risk management.

Qualifications
Preferred Candidates will have a minimum of 3 years of work experience in an organizational management position. Candidates must be a self-starter and possess excellent organizational skills, excellent written and oral communication skills, the ability to work independently and yet, the motivation and discipline to prioritize, plan effectively and perform at a high level with limited daily oversight. Qualified candidates will have additionally demonstrated a life passion for the challenges and social justice issues surrounding urban poverty. Candidates must have a strong background in computer programs, Excel spreadsheet creation and management and Word, problem solving and resource development ability. Candidates must also be able to work flexible hours and be comfortable communicating and working with a range of people including organizational leaders, business owners and community residents. Candidates must also demonstrate passion for the work, above average initiative and ensure follow through.
Benefits
This is a salaried position with health benefits. Starting Salary is $40,000 and is based on experience.

Memphis Gridiron Ministries, Inc. is an equal opportunity employer. We are committed to identifying and recruiting a broad and diverse pool of qualified candidates for this position. We encourage applications from all qualified persons, and will take each application into consideration without regard to the applicant's race, creed, color, gender, nationality, marital status, age, physical disability, citizenship status or any other characteristic protected by law.

Interested candidates should address questions and send a letter of interest and resume to amcartor@mgmfootball.org.