Prosperity Connection
Position Description

Position Title: Executive Director

Status: Exempt

Position reports to: Chairman of the Board

Positions supervised: Director of Operations, Director of Financial Capability, Director of Marketing & Donor Engagement, Director of Financial Services, and Staff Accountant

Job Summary:

The Executive Director of Prosperity Connection is responsible for guiding the strategic direction of the organization with the guidance of the Board of Directors and assistance of staff. Additionally, the role focuses heavily upon partner relationship management and fundraising through numerous channels and methods to ensure organizational sustainability. The Executive Director will exercise discretion and independent judgment with respect to matters of significance.

Essential Functions:

1) Oversees Directors responsible for the day-to-day operations of Prosperity Connection programs, including; the Excel Center network, RedDough Money Centers, fundraising and grant initiatives, and special events. Responsible for ensuring that staff achieves desired outcomes and for stewarding a positive, supportive organizational culture.

2) Serves as the primary liaison to key stakeholders (i.e. area businesses, banks, community leaders, local clergy, government officials and social service agencies) by building and maintaining strategic partnerships that serve to increase the organization's presence, relevance, and utility in achieving organizational and community goals related to household financial health; seeks and vets new partnership opportunities, as well as periodically reviews existing relationships to determine relevance to organizational goals.

3) Leads fundraising efforts through major donor lead development; provides ongoing stewardship of donors to ensure long-term, sustained funding streams; works with relevant staff and committees to create and pitch proposals to corporate, foundation, and individual donors; collaborates with staff and committees to produce ongoing fundraising events; achieves fundraising goals as outlined in annual budgets.

4) Acts as chief spokesperson for Prosperity Connection by pursuing and responding to media opportunities; works with relevant staff to manage outward communications for programs, fundraising, and promotions; maintains the quality of internal and external communications.
5) Understands and complies with all state and federal regulations and laws.

6) Provides oversight of all organizational finances to ensure fidelity of accounting systems and reporting to stakeholders; works with relevant staff to monitor expenses and income; as needed, provides reports to the Board, committees, and other stakeholders; establishes and monitors annual budgets with the assistance of relevant staff; serves as a signer on financial accounts.

7) Ensures that the organization achieves program and initiative milestones, as agreed upon within MOUs, contracts, and other agreements between Prosperity Connection and funding/program stakeholders.

8) Provides accurate and timely program and financial reports to advisory & oversight committees, as well as the Board of Directors throughout the year.

9) Represents Prosperity Connection in a professional manner, and helps to ensure the integrity of the organization’s brand at all times.

10) Actively performs other duties as assigned.

Experience:
- Three (3) or more years of experience in nonprofit & personnel management, major donor engagement, and fundraising.
- Strong understanding of community development, project management, communications, and organizational dynamics.

Qualifications:

The Executive Director must have a thorough understanding of the offerings provided by Prosperity Connection and the field of financial capability.

The candidate must be extremely professional in behavior and appearance, show initiative, be willing to work a flexible schedule, and have the ability to work independently and in a team environment. Prosperity Connection’s Executive Director should exemplify the spirit of the organization and provide thought leadership in addition to basic organizational management.

The candidate will also possess superior grammar, proofreading and editing skills, exceptional attention to detail, and must be able to master the use of Microsoft Word, Excel, and PowerPoint. Additionally, the Executive Director must be a confident and capable public speaker.

Physical Requirements:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
The physical requirements of this job include the ability to stand/sit, walk, reach above shoulder level, data entry, crouch, bend, stoop, kneel, squat, crawl and carry/lift up to 35 pounds. The employee must have valid driver's license and have his or her own personal transportation.

In order to apply for the position, please submit a cover letter, resume, and list of references to employment@prosperityconnection.org.