



Position: Executive Director

Position type: Full-time

Answers to: Board of Directors

To Apply: Send resume and cover letter to board@wwcm.org

Position Open Until Filled. Starting Date _____

Western Wake Crisis Ministry is a 37-year-old nonprofit in Apex North Carolina with a mission of partnering with those in crisis, helping them gain stability through basic supports for food, financial/housing assistance, education, and opportunity.

We envision:

A brighter future for all by cultivating a healthy, hunger-free, housing-stable community.

Our values:

Community – not just created because we live near one another but because we join together in work, service, learning, governance, recreation, and life.

Compassion – manifested through empathy and respect and sensitivity. Compassion requires meeting people where they are in whatever pain or anxiety or struggle that they are experiencing, without judgement but with care.

Equity – embodies fairness and justice and dignity for all people.

Impact – we want to make a difference, not just provide a service.

Optimism – believing that we can make a difference, that there is hope for positive change.

Relationship – We cannot have any of the values listed above without genuine relationships that include listening, vulnerability, openness, and love.

Vision – goes hand in hand with optimism as we imagine a future that is better, and we imagine a path that gets us there.

Western Wake Crisis Ministry provides the following services:

Food Security – choice food pantry, grocery home delivery for vulnerable persons

Financial & Resource Assistance – support with rental and utility assistance and connections to other resources

Health and Nutrition – UNC Mobile Clinic, cooking and nutrition demonstration, physical/mental health education and screenings

Stability and sustainability support for housing and finances – through the HOME Project and Street Outreach programs, we provide enhanced resource and financial assistance, assessment, goal setting, coaching, case management, and budgeting/job seeking support

Impact Coaching – goal-oriented coaching focused on key areas to improve stability and sustainability including housing security, food security, job/income security, transportation, and adult education.

We are seeking a full-time Executive Director to provide vision and leadership for WWCM and to champion our vision in the community.

Responsibilities

Implement the strategic plan – provide vision and leadership to ensure future growth of programs and ministries.

Community Engagement - Act as WWCM's primary representative with government officials as well as business, faith, civic and other community leaders to support and enhance the role and image of WWCM and our mission.

Represent WWCM to the public through the media, events, promotions, and other applicable venues. Build and maintain excellent relationships with area non-profits and other service providers.

Manage staff, volunteers, and operations – Provide guidance and supervision for all staff and volunteers, setting organizational structure, expectations, internal communications, incentives, coaching, and discipline as needed for strategic operations to meet the expectations set by the board through the strategic plan.

Set and manage budget including financial and in-kind contributions – Work with the finance committee to create an annual budget. Manage all income and expenses to meet budget expectations and to ensure adequate resourcing of programs and services.

Resource Development – Guide and oversee resource development, grants, fundraising, and collection of in-kind contributions including fund raising events, sponsorships, campaigns, communications, grant writing and reporting, donor and funder relationships, food drives, and all aspects of resource development.

Compliance – Ensure compliance with applicable laws and regulations governing operations of the WWCM, risk management and regular assessments of risk.

Executive Director reports to the Board of Directors, staffs Board meetings and provides monthly board reports. Executive Director assists in on-boarding new board members and supporting board committees and works with the governance board to develop, revise, and maintain organizational policies and procedures.

Other duties as assigned or delegated by the Board of Directors of WWCM.

Key Attributes

- Visionary - able to see the potential and grow the opportunities
- Values – has values that complement and enhance the organization's values
- Articulate - able to express the "why" and tell the story of the organization - past, present and future
- Patient, observant, teacher - able to draw out the best in others
- Grounded - stable, thoughtful, non-anxious even in stressful times
- Organic leader – flexible, listening, and supportive
- Equity & empowerment focused - respecting the dignity of each client without judgment; recognizing that systems of inequity are primary contributors to poverty; and honoring that all people have the right to choose their own path.

The ideal candidate will have the following education, skills, and experience:

- Bachelor's degree in human services field, MSW or other relevant master's degree or nonprofit management certificate preferred.
- 3-5 years' experience in a leadership role as a director or deputy director of a nonprofit organization

Benefits:

- Eligible experience for social workers interested in pursuing a case management certification (C-SWCM or C-ASWCM)
- Professional development reimbursement for continuing education related to the job function
- Flexible work schedule, including occasional work from home
- Generous paid time off

We are a small team working extensively with volunteers and other community organizations to support our mission in helping our neighbors in crisis to reach stability and independence. Please see our website for more detail about our programs – wwcm.org.