



Executive Director  
Status: Full-Time/Exempt

## OVERVIEW

The board of directors of Churches Active in Northside (CAIN), a faith-based nonprofit, is seeking an experienced nonprofit professional to grow the mission through community-driven partnerships. The executive director will report directly to the board of directors and has the responsibility to establish and implement agency strategy to ensure that CAIN remains operationally sound, stays on course with the mission, and sets the tone and culture for the staff, volunteers, funders, affiliated churches, as well as our external partners. He/she will grow the organization strategically – take it to the next level - and engage key stakeholders to achieve greater results. In addition, the executive director will provide agency oversight, lead six part-time employees, develop/engage a corps of 118 volunteers and subcontractors (as needed), take charge of operations, and manage a ~\$400,000 budget.

## ABOUT CAIN

CAIN, a 501[c][3], faith-based nonprofit established in 1993, is a neighborhood-based ministry that transforms lives and inspires hope by providing nutritious food, crisis assistance, resources, and compassion in a way that respects human dignity and builds a more vibrant community. Our programs and services are designed to improve the lives of our guests -- the many men, women, children, and families we serve through our food pantry, shelter for families, weekly dinners and the myriad ways we support our guests. Learn more at [www.cainministry.org](http://www.cainministry.org) or find CAIN on [Facebook](#), [Twitter](#) and Instagram as @CAINcincy.

## ESSENTIAL FUNCTIONS

### *Community Engagement*

1. Serve as the “face” for CAIN with funders, affiliated churches, stakeholders, and with community leaders. Ensure that CAIN is involved and aware of local and national initiatives regarding poverty, food pantries, shelter best practices, and social services.
2. Enhance CAIN’s image by being active and visible in the community; create and cultivate connections with other nonprofit leaders, current affiliated churches, and others who have an interest in CAIN’s mission.

### *Financial Management & Operations*

1. Oversee and implement actions to ensure that the actions of CAIN are consistent with best practices, including, but not limited to: balanced budget, proper operational and human resource policies/procedures and compliance to said policies, oversee the audit process, operate within the confines of each fiscal year budget, and other activities that ensure the fiscal integrity of CAIN.
2. Evaluate budgetary needs of CAIN and connect these needs to the various programs/services so each has the proper resources to succeed.
3. Responsible for the effective and efficient administration of CAIN’s operations including staffing requirements, performance management system, coach staff to performance, facilities, safety/security of staff, volunteers and guests.

### *Governance*

1. Collaborate and serve as the executive liaison to the board of directors in fulfilling CAIN’s direction as established by the board. This will be accomplished through communication, reporting, attending relevant meetings of the board and/or board committees, and the administrative function for the board (agendas, etc.).
2. Provide reports to the board at regular meetings that illustrate progress to strategic plan goals and objectives.
3. Maintain official board records and documents; ensure compliance with local, state and federal regulations (501[c][3]).



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4. Identify, assess and inform the board of internal and external issues that may affect CAIN's funding, mission-fulfillment, image, and reputation.

### *Mission & Strategy*

1. Collaborate with board, volunteers, affiliate churches and staff to ensure mission-fulfillment through programs, strategic planning, and community outreach.
2. Implement a robust outcome management system to track data and evaluate program effectiveness/impact (financial and otherwise). Incorporate best practices into the process and system.
3. Provide oversight to all programs and services to ensure relevancy, effectiveness, and efficiency. Monitor day-to-day delivery of all services and ensure they continue to be reflective of the guests' needs and board priorities.

### *Philanthropy, Volunteerism, & Development*

1. Nurture a culture of philanthropy where board, staff, and volunteers understand the importance of connecting people with charitable resources to CAIN's mission.
2. Increase annual revenue consistent with strategic goals through fundraising.
3. Research grant funding sources, oversee the annual development plan, write grants and proposals, cultivate donors, and participate in fundraising events.
4. Identify, cultivate, steward, track, and request funds from donors and prospective donors.
5. Ensure that there is a solid corps of volunteers to assist with mission-fulfillment.
6. Learn and utilize nonprofit fundraising best practices to ensure donor intent, ethical fundraising, and raise needed funds for new programs and services.

### POSITION REQUIREMENTS/EXPERIENCE

1. Embodies the values of CAIN.
2. Demonstrated success in nonprofit fundraising.
3. Bachelor degree preferred with five years' experience in the nonprofit sector. If candidate does not have a bachelor's degree, consideration will be given to applicants with ten years' nonprofit experience. All candidates must have demonstrated senior leadership experience and people management skills.
4. Excellent communication skills, both oral and written; effective listener. Ability to tell the CAIN story to diverse audiences.
5. Keen understanding of the important relationship between the executive director and the governing board.
6. Proven experience with initiating, growing and cultivating strategic partnerships and collaborations.
7. Operations experience (budget, staff management, facilities, policies/procedures, outreach, etc.).

### TIMELINE & RECRUITMENT/APPLICATION PROCESS

7/08/2019 – 8/5/2019	Recruitment of potential candidates for executive director of CAIN
7/15/2019 – 8/23/2019	Phase I: Interview with Lucy Crane, search committee chair and Anne Maxfield, who is conducting the search
9/5/2019 & 9/11/2019	Phase II: Interview with the search committee
10/12/2019	Phase III: Interview with the board of directors and key staff
Week of 10/14/2019	Offer made   reference check   background check
Mid-November	Onboard as the new executive director for CAIN

Note: The recruitment process, position description, dates, and processes may be adjusted as needed. Top candidates may be asked to take a trio of assessments – DiSC. DiSC is a personal assessment tool used to learn about work productivity, teamwork, and communication.



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## Cover Letter & Resume Submission Instructions

All candidates' interest and submission will remain confidential

Qualified candidates should submit their cover letter and resume to:

Anne M. Maxfield at [ammaxfield1@gmail.com](mailto:ammaxfield1@gmail.com), who is managing the search. ALL candidate cover letters and resumes will be carefully reviewed and each will receive confirmation of receipt from Anne. Only those candidates who will be invited to Phase I interviews will receive a second communication.

Again, this is a confidential process. Thank you for your interest in CAIN.

*CAIN provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*