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3505 Lake Avenue, Fort Wayne, Indiana 46805

St. Joseph Missions Women's Shelter, Executive Director

Overview of the Organization

Our mission is to provide emergency shelter and resources for single homeless women, regardless of their faith, in an environment that respects their dignity as human persons, affords them the opportunity to live individually and collectively with others in a safe environment of self-government, and empowers them to network with local businesses and social services for employment and self-sufficiency.

Position Summary

The Executive Director should be self-driven and highly competent to lead and influence our 8-bedroom residential housing program for single homeless women towards favorable growth, and to design and direct strategies that support and enhance our organizational operations. Duties for the executive director will include managing company assets, optimizing financial operations, providing leadership to all staff, establishing business goals, ensuring tax compliance, advising the board of directors on organizational activities, overseeing and streamlining daily operations, improving staff performance, and executing special business projects. Exceptional stewardship and strategic planning skills as an executive director will aid our organization in promoting our mission and objectives, maintaining positive relationships with internal and external stakeholders, achieving organizational goals, and maintaining sound financial practices.

The ideal candidate must demonstrate:

- outstanding enthusiastic communication skills
- strong leadership qualities
- effective planning and organizational skills
- strong nonprofit financial acumen to set and adhere to annual budget
- ability to lead all development and fundraising efforts and activities
- ability to develop and execute strategic, advancement, marketing plans and campaigns
- create development strategy with diverse sources of revenue
- excellent public speaking skill to create awareness and outreach within the community

- guidance to the program to cultivate a thriving mission-driven organization (recruit, train, develop and retain staff)
- proven ability to work with vulnerable populations (e.g., trauma, poverty, domestic violence, homelessness, etc.)
- communication with the governing Board with timely and accurate information
- an understanding of the Christian faith and community, moral and social justice traditions

Other Skills:

- high Emotional Intelligence (EQ) in listening, processing, problem-solving and conflict resolution
- excellent computer skills using a variety of technology platforms, software and applications
- strong understanding of nonprofit and/or corporate finance

Starting Salary: \$55,000/year

Application Process:

Applications for the position, which should include a cover letter and resume, may be submitted to the St. Joseph Missions Women's Shelter Board of Directors at boardofdirectors@stjosephmissions.org. Applications will be accepted until 9/24/2022.



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