



EXECUTIVE DIRECTOR

Job Description
Effective December 1, 2018

Christ's Haven for Children provides a warm, loving, Christian environment in which children in need of basic care can grow physically, emotionally, and spiritually. Our ultimate goal is to provide love and support to families in need. Our trauma-informed, family based model of care allows for our children and teens to be confident as they heal from past trauma and envision a bright future.

The Executive Director is the chief executive officer of Christ's Haven for Children, Inc. ("Christ's Haven") and is responsible for the day-to-day operation and control of the organization, subject to the direction, supervision, and guidance of the Board of Directors.

Responsibilities

1. Report to and work under the direction, supervision and guidance of the Board of Directors.
2. As the chief executive officer of the organization, oversee all organizational departments and officers, including financial, child services, development, facilities, and Bearly Used.
3. Oversee all human resource functions (including hiring, firing, and evaluating) all employees of the organization, including, without limitation, officers, administrative and counseling staff, maintenance, and house parents.
4. Set short and long term vision and strategies for the organization.
5. Oversee preparation of an annual budget and monthly/yearly financial statements for review and approval by the Board of Directors.
6. Manage the organization based on financial statements and budgets approved by the Board of Directors.
7. Attend and participate in all meetings of the Board of Directors and work with Chairman of the Board to set meeting agendas and distribute meeting information.
8. Ensure compliance with all policies and procedures established by the Board of Directors and the governing documents of the organization.

9. Verify compliance with all laws, including all standards mandated by state or federal regulatory agencies.
10. Obtain and maintain a license in Child Care Administration.
11. Serve, support and promote the emotional well-being and safety of all staff members, house parents, and residents, including physical, social, psychological and moral.
12. Collaborate with Children Services staff to ensure the highest level of care for the children.
13. Hold all staff accountable to the vision of Christ's Haven.
14. Ensure that the organization, including all administration, staff and residents, are trained in, and actively use, the following seven commitments of the Sanctuary model:
 - a. Nonviolence
 - b. Emotional Intelligence
 - c. Social Learning
 - d. Democracy
 - e. Open Communication
 - f. Social Responsibility
 - g. Growth and Change
15. Actively participate in fundraising and development.
16. Be actively involved in developing and maintaining church and donor relations.
17. Pray regularly for the organization, staff, house parents and residents.
18. Attend professional conferences and in-service training programs to meet the requirement of licensing and professional certification and Sanctuary.
19. Seek personal mentoring and counseling as necessary.
20. Work a schedule that supports the functioning of a 24/7 child care facility.
21. Live/relocate within a reasonable proximity to campus as approved by the Board of Directors.
22. Be a faithful, active member of a church.
23. Perform other duties from time to time assigned by the Board of Directors.

Experience and Qualifications

A qualified candidate for Executive Director will be determined based on the following list of experience and qualifications.

The following experience and qualifications are **required**:

- Bachelor's degree from an accredited college or university.
- Relevant professional experience.
- Be willing to sign Statement of Faith adopted by Christ's Haven.
- Ability to interact effectively with all levels of employees.
- Experience in leading and administering a non-profit organization or a small business with an annual budget in excess of \$1M.
- Proven leadership experience with applied people skills as well as strategic thinking skills.
- Ability to set strategic short and long term goals for an organization and to achieve them on a regular basis.
- Effective communicator, both verbal and written.
- Effective strong team player.
- Self-motivated and able to motivate others.
- Pass background check and drug test.

The following experience and qualifications are **preferred**:

- Master's degree (or higher) from an accredited college/university in a related discipline.
- Licensed in Child Care Administration.
- Demonstrated knowledge of Texas state regulatory environment/issues for child care facilities.
- Proven experience with working in a state regulated business environment.
- Previous experience in children's home management.
- Previous training and experience in Sanctuary model.