

Executive Director

New Beginnings – A Home for Mothers

JOB DESCRIPTION

Position: *Executive Director* for New Beginnings-A Home for Mothers located in Milwaukee, Wisconsin (a not-for-profit subsidiary of Christian Life Resources). It is a fulltime exempt position.

Ministry Summary: New Beginnings – A Home for Mothers is a Christian-based residential setting that enables a single mother to nurture her baby in a positive environment. We provide a unique opportunity for generationally poor¹ mothers to break the cycle of dependency. Currently, the ministry provides opportunities for single mothers to advance their education, learn fundamental parenting and financial skills, participate in counseling sessions, and acquire an objective baseline for responsible living through a structured faith-based program. Ultimately, our vision is to equip each mother with the skills and education needed to earn self-sustaining wages, without an indeterminate need for government assistance.

Position Summary: The *Executive Director* is the head of New Beginnings - A Home for Mothers, providing Christ-centered visionary leadership for the ministry. In that role the *Executive Director* has oversight over the New Beginnings staff and serves as the public face of the New Beginnings ministry to supporting donors, businesses, foundations, and the community. The *Executive Director* reports directly to the Christian Life Resources National Director and carries out operational and ministry directives as established by the New Beginnings Board of Directors.

Character: The *Executive Director* of *New Beginnings* must accept the doctrine and practices of the Wisconsin Evangelical Lutheran Synod and be in good standing with a congregation in fellowship with the Wisconsin Evangelical Lutheran Synod. For the *Executive Director* faith in Jesus as the Savior from sin motivates the love shown for others. The *Executive Director* must work well with all staff and volunteers at *New Beginnings* and Christian Life Resources for mutual encouragement.

Position Responsibilities:

Partnership:

New Beginnings represents the vision of the National Director of Christian Life Resources to provide an opportunity for impoverished single mothers a “new beginning” on life. To that end the *Executive Director* will work closely with the National Director to understand the encompassing vision of improving and expanding the ministry, and to then take the point position of executing that vision and using that vision to inspire the New Beginnings board, staff, and support base of donors and volunteers.

¹ The “Generationally Poor” are those who represent the third or greater generation of someone who must live on some form of charity or public assistance to get by. In contrast, the “Circumstantially Poor” would best describe self-sustaining people who, for any number of reasons, find him- or herself unexpectedly poor through unemployment or massive debt.

Leadership:

The *Executive Director* first act of leadership is to model faith-based values through the practice of good judgment with a servant-leadership style. Directives are to be clear, communicated with a sense of partnership to accomplish the greatest good. The *Executive Director* must culture a positive atmosphere of joy in service to God and others, assuring that staff and volunteers are well-trained and empower them to execute their responsibilities. The *Executive Director* will regularly review job descriptions for paid and volunteer positions at New Beginnings, updating them to best match needs with skills. While the *Home Manager* oversees the day-to-day operation of the home, the *Executive Director* will provide supportive oversight to assure the proper and efficient operation of the ministry. Where possible the *Executive Director* will engage willing and competent volunteers to assume some responsibilities for execution of programing and fundraising.

Fundraising:

The *Executive Director* is the point position in working with the Christian Life Resources support staff in securing the necessary funds to sustain New Beginnings as a self-sufficient ministry. Fundraising efforts include, but are not limited to, the following:

- Engagement of the New Beginnings board in fundraising
- Direct mail appeals
- Electronic appeals via email and social media
- Active participation in capital campaigns
- Creation/Execution of fundraising events
- Regularly evaluating the effectiveness of all fundraising efforts

Board Development:

Consistent with qualifications outlined in the Bylaws, the *Executive Director* will recruit and nurture board members who will help reach the objectives of the ministry. This includes forming a partnership with the Board Chairperson in recruiting, training, and engaging board members in the ministry.

Financial Management:

Christian Life Resources will handle primary accounting responsibilities. The *Executive Director* must have the aptitude to read and understand financial documents, such as budgets, cash flow statements, income statements, balance statements, and annual audits. The *Executive Director* must regularly communicate with the Christian Life Resources bookkeeper and assure that all necessary reports are filed in a timely manner with the bookkeeper to assure the smooth fiscal operation of the ministry.

Human Resources:

The *Executive Director* is to work with and on behalf of the Christian Life Resources Office Manager, who is responsible for organizational Human Resources concerns, in managing the staff at New Beginnings. The *Executive Director* is directly responsible for employee delegation and decision-making and for creating clear staff roles (job descriptions) with measurable metrics where possible. At New Beginnings this will especially require a working relationship with the *Home Manager*, who will oversee the day-to-day operation of the ministry. The *Executive Director* has primary responsibility for recruiting new paid staffing and assist the staff in recruiting volunteers for the New Beginnings ministry.

Operations & Technology:

The *Executive Director* will need a good sense of how technology can be leveraged to meet the objectives of the ministry. This requires a basic knowledge of Office 365 and Office Teams, or an aptitude for learning these programs, and whatever other software or website services necessary for conducting this ministry. Where training is needed for staff, the

Executive Director will work with the Christian Life Resources Office Manager to arrange for training and will directly reach out to the established tech support agency to assure all technology is well-functioning and staff (paid and volunteer) knows how to use it.

Programs and Operations:

As the primary holder and protector of the vision for the New Beginnings ministry, the *Executive Director* will work with the National Director, the board, and staff of New Beginnings in program development, execution, refinement, and expansion to meet the objectives of the ministry. The *Executive Director* will review the effectiveness of all programs and operations on a regular basis and offer recommendations for improvement. The *Executive Director* will listen carefully to staff and residents to gauge program effectiveness and oversee researching of what it takes to improve or replace programs and operations for presentation and action by the National Director and New Beginnings board of directors.

Community Relations:

The *Executive Director* will learn the resources available in the area that might benefit the New Beginnings ministry and establish strong relationships accordingly. This will require networking and socialization that communicate both a passion for the ministry, and an excitement at partnership opportunities.

Compliance and Best Practices:

Working with the National Director and the Christian Life Resources Office Manager, the *Executive Director* will want to learn pertinent codes, laws, rules, and regulations to assure a due diligence for the protection of the ministry and all who are involved.

Screening Residents:

The *Executive Director* is a member of the Application Committee for potential new residents at New Beginnings. The *Home Manager* will take the recommendations of the New Beginnings staff and present them to the Application Committee for consideration.

Meetings:

The *Executive Director* shall attend weekly Management Staff meetings of Christian Life Resources, every board meeting of the New Beginnings board of directors, and New Beginnings staff meetings, as necessary. While attending the Management Staff meetings at Christian Life Resources the *Executive Director* is to both represent needs at New Beginnings, assure coordination of all events with Christian Life Resources, and actively participate in discussions for the good of the overall Christian Life Resources ministry.

Provisions:

The ministry shall provide the *Executive Director* a laptop, a laser printer, and a VOIP phone for use. That equipment remains the property of *New Beginnings* and may be used on-site or in a home office. If the *Executive Director* chooses to work from a home office, she must provide her own working space, equipped with Internet access, and provide her own desk and chair in a location that enables her to get the work done with minimal distractions. The setting should be conducive to video conferencing when necessary for meetings and for giving video presentations.

Travel:

The *Executive Director* will, from time-to-time, travel for New Beginnings. Often, the *Executive Director* will travel solo. Travel may, however, also be with the National Director of Christian Life Resources, a member of the New Beginnings board of directors, or another staff member of either Christian Life Resources or New Beginnings. When travel is required to a location other than the official "workplace," *New Beginnings* provides mileage

reimbursement or a rental vehicle (whichever is more reasonable). For longer distances and overnight stays common carrier travel, lodging (Holiday Inn Express or comparable) and meals, when necessary for the work of *New Beginnings*, are reimbursed by the ministry.

Compensation/Benefits:

The compensation for the *Executive Director* is established by the national office of Christian Life Resources and will be based on experience and performance. The *Executive Director* benefits that will be available as requested and if so qualified by insuring agency would be:

- Health insurance under the WELS VEBA plan \$500/individual or \$1,000/family deductible (\$500/individual family member)
- Dental insurance through WELS VEBA
- \$25,000 Term Life Insurance, if under health insurance plan
- Paid vacation and holiday benefits

Please contact Pastor Robert Fleischmann at
(800) 729-9535 or robertf@christianliferesources.com
for additional information on the position and/or an application.

For additional information on *New Beginnings – A Home for Mothers*, please visit
www.homeformothers.com.