



JOB OPENING—EXECUTIVE DIRECTOR

NewDay Services for Children and Families (NewDay) is a faith-based, Christian social services organization. While based in Fort Worth, Texas, our programs reach families regionally across North Texas.

NewDay envisions all children growing and thriving because parents work courageously to provide a safe, loving home. Our mission is to walk alongside parents through classes and coaching on their journeys to becoming the role models their children need.

In partnership with our donors and community-based, city, regional and state agencies,
We are helping parents be parents, so kids can be kids!

OPPORTUNITY PROFILE

The Ideal candidate is an individual with a proven leadership track record who will ensure the effective direction and operation of our faith-based organization, and who is passionate about the programs NewDay provides to our communities. The Executive Director will carefully steward the vision, values and culture embodied in NewDay Services and will work to ensure NewDay is ready and capable to seize new growth opportunities.

JOB DESCRIPTION

The **Executive Director (ED)** is responsible for the daily oversight and leadership of NewDay's programs and functions of the organization. With the guidance and support of the Board of Directors and a highly experienced management team, the ED is responsible for carrying out the strategic direction initiatives of NewDay and is active in the community on behalf of the organization, acting as its spokesperson and public advocate, while continuously building the organization's credibility.

KEY COMPETENCIES

Embodies NewDay's core beliefs and organizational values

Visionary Leadership –Focuses on desired outcomes and how best to achieve them; follows through on commitments to achieve results; collaboratively creates an inspiring, shared vision and sense of purpose for the organization that is aligned with the strategic plan; motivates others through empowerment and inspiration; fosters an organizational culture that ensures the mission drives the organization.

Strategic Thinking - Able to develop an action-oriented plan; communicates the roadmap for change and drives innovation required to achieve the organization's vision.

Communication Skills - Has presence, ability and talent in both oral and written presentations. Is able to communicate direction to management team and staff while fostering team ownership. Represents NewDay in public speaking settings and media opportunities as the face of the organization. Communicates clearly and effectively to partners and stakeholders.

Organizational Development - Must be able to identify future operational, financial and programmatic trends for NewDay.

Fund Development - Develop and maintain relationships with donors.

Duties and Responsibilities

Organizational Oversight and Leadership

- Leads Management team to ensure NewDay values and mindset drive organizational activities and operating culture.
- Leads NewDay in partnership with the Board of Directors, to define the organization's long-term goals and strategic mission.
- Creates measurable goals to support the Long-term vision of NewDay Services.
- Provides oversight and support to Human Resources in all aspects of hiring, staffing, and benefits administration.
- Develops organization and staff growth opportunities and future succession plans.

Strategic Vision and Implementation

- Ensures that strategic priorities are established and embraced by all.
- Leads development of annual and long-range funding strategy.
- Promotes a culture of philanthropy within the organization both at the staff and board level.

Board Governance

- Maintains effective communication with the Board and provides timely and accurate information to allow the Board to make informed decisions.
- Participates in Board meetings and supports direction of the Board.
- Ensures organization is in compliance with all areas of governance.

Program Oversight

- Works with Program Directors to ensure services are provided using best practices. Ensures outcomes and outputs of services meet goals of funding and governmental requirements.
- Provides strategic vision and encourages development of innovative programs that meet the needs of NewDay's clients.
- Ensures Key Performance Indicators (KPI's) are created and updated regularly for each program and analyzes for programs' effectiveness.

- Pursues research pathways to become evidence based for focus for Father's curriculum.

Fiscal Management

- Ensures that fiscal management complies with all legal and grant requirements.
- Oversees finance responsibilities making sure adequate plans and reporting are in place, and is able to deliver budget reports and reviews to the Board.

Resource Development

- Leads the creation and management of funding budgets as well as funding initiatives.
- Leverages personal, professional and Board relationships to enhance resources, funding and donor opportunities.
- Interfaces at the city, county, state and federal government levels to maximize public funding opportunities.
- Expands NewDay's brand in the community.

Leadership Qualities

- **Faith**-Recognized by friends, co-workers, family and fellow church goers as a person whose faith in Jesus Christ is their first and most important pursuit. Must be able to lean on scriptural wisdom as foundation of leadership, with a demonstrated life of prayer and faith.
- **Growth and Development**-Demonstrates willingness to pursue growth and development.
- **Collaboration**- Foster environment of trust, approachability and personal accountability to enhance growth and development of team members.
- **Seeks Guidance** - Must be one who is willing to find the people, expertise, or resources needed to solve a problem. Above all, must be someone who seeks God's guidance in their life.
- **Passion for Helping People** - Motivated to make an impact in people's lives.
- **Confident**-Be able to stay calm in crisis and be a steady voice of reason for the organization.
- **Entrepreneurial**-Fosters environment to encourage great ideas, to empower ownership.
- **Honor**-Models humility and respect towards others.
- **Integrity**-Be honest, transparent and have strong moral principles.
- **Servant Leader** - Demonstrates leadership by serving others.

Qualifications

- Four-year college degree (BS/BA) in Business, Communications, Marketing, Public Relations, Finance, Social Services or Non-Profit Administration or equivalent degree required. Prefer Master's degree in the field of Community Organization, Public or Business Administration or Non-Profit Management.

- 10+ years in an Executive Director or equivalent senior management leadership role required.
- Broad knowledge in business administration, management, sales, marketing and operation role in nonprofit organization preferred.
- Proven success advancing donor development through recognition, events, and campaign in industry preferred.
- Track record of creating and maintaining partnerships with internal and external stakeholders.
- Artful communicator with professional and caring demeanor, able to build relationships across diverse cultural and socioeconomic levels with an attitude of inclusion.
- Proven experience in creating and implementing structure, process, and clarity from ambiguity. Take-charge attitude with respect to identifying ways the Organization can operate more efficiently and effectively.
- Demonstrated experience developing theory of change, logic models, outcomes measurements and data collection for research evaluations.
- Strong connections to research/evaluation opportunities a plus.
- Experience managing contracts with local, state, federal agencies, i.e. Department of Family and Protective Services, Community Based Care agencies and city governments.
- Experience with parent education programs is a plus.
- Advanced computer skills including Microsoft Office Suite and social media, and on-line CRM database platforms for organization effectiveness.
- Knowledge of corporate governance, boards and 501(c)(3) organizations. Be able to analyze data for decision-making.

Submission Instructions:

Submit your resume' with cover letter addressed to our Board of Directors demonstrating a good understanding of: NewDay Services' mission, vision and services; description of personal values and experiences aligning with the job description; explanation of how you see yourself complementing our culture and advancing our mission; your philosophy of leadership.

All information should be sent to:

hire@newdayservices.org (subject: ED- Last Name, First Name)