Job Title: **Executive Director**

Location: Holland, Michigan 29423

Reports to: Board of Directors

Overview:

Kairos West Michigan is an educational non-profit that evisions West Michigan to be a place where the realities of the Israeli-Palestinian situation are openly discussed, empowering people to positive action. Kairos West Michigan is a Christian movement that **educates** and **mobilizes** people in West Michigan to promote a just peace **where equal human rights are realized for all the peoples of Israel-Palestine**.

This description is our vision for a FULL-TIME Director. It is aspirational in nature until this position develops into a full time responsibility.

We are dedicated to achieving a presence both online and in person that offers us the stability needed to grow in our influence in our region and beyond. Through our programs and activities, we strive to make a positive impact on the lives of those we serve and the broader community.

Position Summary: Executive Director should be a person who is passionate about our mission and able to lead our organization with excellence. The Executive Director will be responsible for overseeing all aspects of the organization's operations, including fundraising, program development, financial management, and team (future) supervision. As a mentor, the Executive Director will motivate and empower the team to achieve their best work.

In addition to their operational responsibilities, the Executive Director will be a passionate leader who inspires others to engage with our mission. They will work closely with the Board of Directors to ensure that the organization is fulfilling its mission and serving its constituents effectively. The Executive Director will also be responsible for cultivating and maintaining relationships with key stakeholders, including donors, partners, and community leaders.

Our Executive Director must be a motivational leader with a proven track record of success in nonprofit management. They will be passionate about our organization's mission and committed to achieving our goals. The Executive Director will be a strategic thinker who is able to balance short-term needs with long-term planning. They will have excellent communication skills and be able to represent our organization to a variety of audiences.

Priority Characteristics and Responsibilities:

Relationship Building: Building and maintaining connections between KWM and our supporters and partners.

Gravitas and Credibility: Maintaining the respect and trust of the community as they pertain to striving for righteousness and justice in Israel-Palestine.

Strategic Planning and Implementation: Focusing on the KWM's mission and vision and working toward their realization.

Representing KWM To Our Community: Being the "public face" of KWM

General Responsibilities:

Organizational Leadership and Board of Directors Relations:

Collaborate with the Board of Directors to ensure that the organization is fulfilling its mission.

Provide regular updates to the Board of Directors regarding the organization's operations and performance.

Work with the Board of Directors to develop and implement policies and procedures that support the organization's mission and goals.

Team Management & Mentorship: (Future)

Serve as a servant leader to the organization's team, providing guidance, motivation, and support to help them succeed in their roles.

Foster a positive work environment and promote teamwork and collaboration, encouraging team members to contribute their unique perspectives and talents.

Provide regular feedback to team members, both in the form of ongoing coaching and formal performance evaluations, to ensure that they are meeting performance expectations and growing in their roles.

Develop and implement staff development plans to support the ongoing growth and professional development of each team member.

Model and promote the organization's values and culture, setting a high standard for ethical and effective behavior in all interactions.

Ensure that team members are fulfilling their roles effectively, and work with them to identify opportunities for improvement and growth.

Financial Management & Leadership:

Oversee the organization's financial management in partnership with the Treasurer ensuring that the organization is financially sound and operating with financial prudence for long-term sustainability.

Develop and oversee the organization's annual budget, working with the Treasurer and other Board members to ensure that it aligns with the organization's goals and priorities.

Monitor financial performance on an ongoing basis, tracking revenue and expenses and making adjustments as needed to ensure that the organization is operating within its budget.

Ensure that financial reports are accurate and provided to the Board of Directors in a timely manner, working with the Treasurer to provide detailed financial analysis and reporting as needed.

Collaborate with the Board of Directors and other stakeholders to identify opportunities for revenue growth and cost savings, while also ensuring that the organization remains financially stable and sustainable for the long term.

Maintain up-to-date knowledge of best practices in nonprofit financial management and ensure that the organization's financial policies and procedures are in compliance with all relevant regulations and guidelines.

Fundraising and Development: Collaborate and partner with the board to…

Develop and lead the implementation of a comprehensive fundraising and development strategy that aligns with the organization's mission and goals, with a focus on securing major gifts and individual donations.

Identify and cultivate relationships with donors, foundations, and other potential funding sources, working closely with the Board of Directors and other stakeholders to engage donors and secure major donations.

Establish fundraising priorities and opportunities, including annual giving campaigns, special events, and grant applications.

Provide leadership and direction to staff and volunteers involved in fundraising and development activities, ensuring that all efforts are aligned with the organization's goals and priorities.

Develop and implement donor stewardship plans to maintain strong relationships with donors and secure ongoing support, including regular communication, recognition, and engagement opportunities.

Ensure that the organization raises enough funds to meet its annual goals and expand its mission reach and impact, monitoring progress toward fundraising goals and making adjustments as needed.

Maintain up-to-date knowledge of best practices in nonprofit fundraising and development, and work collaboratively with the Board of Directors and other stakeholders to continuously improve the organization's fundraising efforts.

Program Development and Management:

Develop and implement a strategic program planning process to identify programs that align with the organization's mission and goals, working closely with team, volunteers, and other stakeholders to ensure that programs are effective, efficient, and meet the needs of the organization's constituents.

Manage the day-to-day operation of programs, working with team and volunteers to ensure that programs are executed with excellence and create the most impact for the mission of the organization.

Evaluate program outcomes on an ongoing basis, using data and feedback from stakeholders to make adjustments and improvements as needed.

Expand programs and services as appropriate to fulfill the organization's mission, working with the Board of Directors and other stakeholders to identify opportunities for growth and innovation.

Ensure that programs are implemented in accordance with all relevant regulations and guidelines, maintaining compliance with legal and ethical standards.

Promote the organization's programs and services to key stakeholders, including donors, volunteers, community partners, and the media, to increase awareness and support for the organization's mission.

Marketing, Communications & Public Speaking:

Develop and implement a comprehensive marketing and communications strategy to increase the organization's visibility and reach.

Create and maintain the organization's brand and messaging across all channels.

Develop and maintain relationships with media outlets and reporters to secure press coverage and promote the organization's activities.

Strategic Planning:

Work with the Board of Directors and team to develop and implement the organization's strategic plan.

Conduct regular assessments of the organization's performance and adjust the strategic plan as needed.

Identify opportunities for growth and expansion and develop plans to pursue them.

Ensure that the organization's programs and activities align with the strategic plan and the organization's mission and values.