

Chief Executive Officer

Position: Chief Executive Officer
Status: Exempt. Full-time.
Reports to: Rainbow Village Inc. Board of Directors
Compensation range: \$90,000-\$125,000 with bonus opportunity

MISSION:

Rainbow Village is a faith based nonprofit that transforms the lives of homeless families with children by providing a stable community and services that instill initiative, self-development and accountability for future generations.

JOB RESPONSIBILITIES:

LEADERSHIP

- Create and sustain collaborative working relationships with community partners, investors, businesses, faith based organizations, public officials, non-profit partners and others to help achieve the goals of Rainbow Village.
- Participate with the Board of Directors in the development of a vision and strategic planning to guide the organization's growth.
- Act as a spokesperson for the organization.
- Oversee the day to day management of Rainbow Village.

FUNDRAISING / DEVELOPMENT

- Identify and cultivate prospects and maintain relationships with investors to fulfill philanthropic funding goals.

FINANCIAL PLANNING, ORGANIZATIONAL MANAGEMENT AND PROGRAM DEVELOPMENT

- Work with staff and the Board (Finance Committee) to prepare a comprehensive budget for operations.
- Administer the funds of the organization according to the approved budget and monitor the monthly cash flow of the organization.
- Oversee the strategy, development and implementation of fundraising efforts for sustainable funding and reserves; participate in fundraising activities as appropriate.
- Oversee the efficient and effective day-to-day operations of the organization.
- Oversee the planning, implementation and evaluation of Rainbow Village's programs and services.
- Continuous assessment of organization and program efficiency and effectiveness; recommend and implement changes as needed.

HUMAN RESOURCES MANAGEMENT

- Recruit, interview and select staff that have the knowledge, skills and abilities to help further the organization's mission.
- Determine staffing requirements for organizational management and program delivery.

- Oversee the implementation of the human resource policies, procedures and practices.

MINIMUM QUALIFICATIONS:

- Must have a demonstrated commitment to the mission of breaking the cycle of homelessness, poverty and domestic violence.
- Minimum Bachelor's degree in business management, social services or related field (Master's degree preferred).
- Demonstrated capability as a strong community leader to work with multiple sectors in the community, including but not limited to: investors, businesses, faith based organizations, public officials, and non-profit partners.
- Demonstrated expertise in organization, personnel and financial management.
- Strong written, presentation, verbal communication and interpersonal skills.
- Five years of management experience in the field of philanthropy or not-for-profit management.
- Demonstrated ability to attract and sustain philanthropic funding.
- Demonstrated ability to deal effectively with a wide range of community stakeholders. The individual must be comfortable with diversity and respect for the dignity of every human being.