



## Position Profile

Executive Director  
Gracious Grounds

2022



## POSITION PROFILE

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<b>Position</b>	Executive Director
<b>Company</b>	Gracious Grounds
<b>Location</b>	Grand Haven, Michigan
<b>Reporting Relationship</b>	Board of Directors
<b>Website</b>	<a href="https://graciousgrounds.org/">https://graciousgrounds.org/</a>

## COMPANY BACKGROUND AND CULTURE

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Gracious Grounds is a non-profit, mission-driven organization that provides housing for adults with unique abilities. Focusing on the strengths of our residents as opposed to their limitations, we create environments that foster an inclusive, self-confident path toward independence.

The ideal Gracious Grounds resident comes to us with social, daily living, and employable skills, and is motivated to be engaged in the community around them. Many of our residents attend classes, hold paying jobs, are members of service organizations, and volunteer their time to support various initiatives, but still need a bit of guidance day-to-day to ensure their total well-being.

Gracious Grounds provides a home base for residents that is supported by built-in fellowship and part-time oversight. Our Resident Assistants also regularly volunteer to chaperone outings, coordinate meals, and plan fun, on-site gatherings designed to establish and nurture the kinds of bonds that will last a lifetime.

Gracious Grounds relies upon families, a strong network of volunteers, institutional partners, as well as community-based partners, to ensure our residents lead meaningful lives.

## POSITION SUMMARY

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Reporting to the board of directors, the Executive Director is responsible for directing the work of the organization to achieve its mission and is accountable for operational effectiveness, program excellence, financial stability, staff leadership, board governance, fund development, community relations, and the overall success of the organization.

The Executive Director will drive the planning of programs and services and assume accountability for budget development and financial health. The Executive Director will be the face of Gracious Grounds to residents, families, donors, volunteers, and the media, making public appearances to promote the organization's goals and mission. The Executive Director will build and maintain relationships with the community and broaden the reach of Gracious Grounds' brand.

## **KEY RELATIONSHIPS**

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Specifically, the key relationships for this role include the board of directors, internal staff, volunteers, community partners, community leaders, donors, and other external third-party service providers.

## **KEY RESPONSIBILITIES**

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### **Strategy and Management**

- Lead the planning and execution of the organization's strategy, effectively advancing its unique mission and ensuring growth objectives, both short-term and long-term, are met.
- Create, communicate, and fulfill the organization's vision and mission.
- Oversee all operations and establish and monitor the goals and performance of the organization.
- Assure adherence to legal and regulatory guidelines to maintain the organization's compliance and ethics.
- Develop and implement consistent policies, practices, and programs that promote a culture of commitment and excellence.
- Attract and retain top talent and build and lead high-performing teams that collaborate to achieve organizational results.
- Direct and evaluate the work of staff members, providing transparent feedback for ongoing growth and development and making them feel empowered and motivated.
- Foster a culture of creativity, teamwork, and accountability and maintain the overall reputation, culture, employee engagement, and satisfaction levels within the organization.

### **Fiscal Success**

- Establish annual and long-term financial strategies and ensure the financial objectives are consistently met.
- Prepare a growth-oriented and sustainable annual budget for board review and approval.
- Execute and achieve the annual budget year over year and provide financial updates to the board.
- Ensure budgets are developed and managed to reflect institutional priorities and that sound financial policies and controls are in place.
- Oversee all financial matters including but not limited to monthly financial statements, annual review and audit, tax filings, investment management, and all necessary record-keeping activities.
- Maintain accountability for the overall fiscal integrity and financial stability of the organization with appropriate board oversight and governance.

### **Board Relations**

- Work closely with the board to best utilize their talents and resources, ensure strong leadership infrastructure, and maintain long-term organization success.
- Work collaboratively with the board to create, formalize, and/or modify a strategic plan.
- Carry out the strategies and actions of the board-approved strategic plan and measure and report on the progress.
- Ensure effective communication to and between the board and various committees about evolving organizational issues and progress toward the organization's goals and objectives.
- Keep the board fully informed of the operational, legal, and financial conditions of the organization and all the important factors influencing them.
- Participate actively in discussions of board composition, continuity, terms of service, committee structure, and succession planning.
- Provide leadership in identifying board development needs and in the identification, recruitment, and orientation of new board members.
- Actively participate in appropriate standing committee meetings, assist with operational planning, and coordinate communication among the various committees.

#### **Fund Development and Community Relations**

- Promote the mission and vision of the organization and serve as brand ambassador and spokesperson to the public, stakeholders, community partners, board, and staff.
- Increase brand awareness and impact of the organization by clearly articulating its mission, vision, programs, and strategic direction to the public.
- Seek opportunities for public speaking and be a strong advocate for the organization to realize its mission and build trust and alignment with the greater community.
- Lead fund development plan and fundraising efforts to support operations, including managing positive relationships with current and prospective funders, solicitations, and grant writing for individual, corporate, and foundation support, and identifying new diverse funding opportunities and revenue streams.
- Manage strategies to approach and nurture current relationships with funders and partners and ensure that the organization's success stories are shared with supporters.
- Lead outreach to the larger community which generates and cultivates partnerships for collaboration and seeks to understand and promote the mission and vision of the organization.

**This list of principal responsibilities and leadership characteristics is not complete and will be supplemented with input from the board, staff, and community.**

#### **PROFESSIONAL EXPERIENCE AND EDUCATION**

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##### **The Executive Director will possess the following:**

- Bachelor's degree in social work, public administration, or related field.
- Leadership in a non-profit organization or one of size and nature that is comparable to Gracious Grounds.
- Experience working with other non-profits, social services, and community agencies.
- Passion for developing vision and facilitating growth.
- An entrepreneurial and innovative approach to business planning.

- Demonstrated operations experience including strategic planning, program management, budgeting and forecasting, and financial management and reporting.
- Effective communication, interpersonal, presentation, and public speaking skills that engage and inspire the confidence of a diverse community, including internal and external stakeholders.
- Enthusiasm and dedication to cultivating solid, long-term relationships with staff, board, donors, funders, foundations, and partners.
- Strong fund development experience and track record in fundraising and generating new revenue streams.

## **LEADERSHIP CHARACTERISTICS**

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### **Operationalizing Strategy**

Knows the business and the mission-critical technical and functional skills needed to do the job; disciplined and focused on achieving strategic goals; able to set up systems and processes that are efficient, effective, and self-sustaining, can quickly diagnose and fix a workflow problem; always looking for incremental process improvement.

### **Servant Leadership Mindset**

An attitude and lens of servant leadership; able to influence others with active listening, empathy, and persuasion; willing to advance the needs of others for the greater good of the organization.

### **Communicating Effectively**

Writes and presents effectively; adjusts to fit the audience and the message; strongly gets a message across.

### **Relating Skills**

Warm, friendly, and interpersonally agile; easy to approach and talk to; relates well to all kinds of people; makes a pleasant first impression; and builds solid relationships.

### **Resiliency and Flexibility**

Able to adjust to changes with agility and optimism; adaptable to changing leadership; able to understand and react appropriately to different personality styles.

### **Acting with Honor and Character**

Is a person of high character; is consistent and acts in line with a clear and visible set of values and beliefs; deals and talks straight; walks his/her talk; is direct and truthful but at the same time can keep confidences.

### **Equity and Inclusion**

Demonstrates an understanding and curiosity about different cultures and racial backgrounds, physical abilities, age, gender; committed to creating a welcoming environment for all people; intentional and unapologetic in developing programs, membership, and strategic partnerships with other people across the range of human differences.

*The objectives of Gracious Grounds, including the hiring of all staff, shall be pursued without harassment, sexual or otherwise, or discrimination based upon gender, sex, marital status, age, race, color, national origin, ancestry, creed, religion, veteran status, political affiliation, or county of residence, or any protested status under the law.*

## **HR COLLABORATIVE CONTACT**

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Please direct applications or any questions to:

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