

## **Harbor House Ministries**

### **Job Description: Executive Director**

### **Responsible To: Board of Directors**

#### Organization Overview

Harbor House Ministries is dedicated to embodying Christ-centered values through its mission of providing high-quality, individualized care in a family setting for adults with profound developmental disabilities. Our goal is to enable residents to live abundantly and experience a meaningful quality of life.

#### Position Summary

The Executive Director of Harbor House Ministries plays a pivotal role in leading and advancing the mission of the organization. This individual will oversee all aspects of organizational operations, strategic planning, fundraising, community relations, and advocacy efforts. The Executive Director will work closely with the Board of Directors and ministry staff to ensure the organization fulfills its mission while maintaining financial stability and operational excellence.

#### Key Responsibilities

1. Strategic Leadership
  - Develop and implement strategic plans that align with the organization's mission and vision.
  - Provide visionary leadership to inspire and motivate staff, residents, volunteers, and stakeholders to accomplish organizational goals and Key Performance Indicators.
  - Ensure effective execution of programs and services that meet the needs of adults with profound developmental disabilities.
2. Financial Management:
  - Oversee the financial health of the organization, including budgeting, financial planning, and fundraising strategies.
  - Develop and maintain sound financial practices, ensuring transparency and accountability.
  - Collaborate with the board of directors in the budgeting process.
  - Maintain and report operational spending.
  - Review and approve/reject purchase requests for equipment and services within the parameters set by the board of directors in the budgeting process.
3. Fundraising and Development:
  - Develop and implement a comprehensive fundraising strategy to sustain and grow financial resources.
  - Supervise and participate in fundraising efforts and cultivate relationships with donors, sponsors, and funding partners.
  - Participate and/or lead rate setting activities with funding agencies, review budget and rates for alignment, as well as forecast and communicate future needs.
4. Operational Oversight:
  - Optimize organizational processes and procedures to enhance effectiveness and efficiency.
  - Oversee the admission and discharge of residents and maintain waiting lists for potential residents.
  - Manage day-to-day operations, ensuring effective execution of programs and services that meet the needs of adults with profound developmental disabilities while adhering to regulatory requirements.
  - Oversee the development, maintenance and implementation of operational policies and procedures to meet residents' needs in compliance with local, state, and federal regulations.
5. Board Relations and Governance:
  - Work closely with the Board of Directors to develop governance policies and ensure compliance with legal and regulatory requirements.
  - Provide regular updates and reports to the Board on organizational performance and strategic initiatives.
  - Review and maintain compliance with legal and contractual requirements.

- Ensure that organizational policies, relevant contracts, accreditations, and licensing standards are maintained and properly followed.
  - Oversee HIPAA compliance. Review logs and ensure proper reporting is accomplished.
  - Conduct audits and inspections as required.
6. Community Engagement and Advocacy:
- Serve as the public face of the ministry, representing its mission and values to the community, families, media, and public officials.
  - Advocate for policies and initiatives that support individuals with profound developmental disabilities and promote inclusion and dignity.

Qualifications:

- Bachelor's degree in a relevant field required; Master's degree preferred.
- Proven senior leadership and organizational development experience in a non-profit organization, preferably in the disabilities and/or residential services sectors (or other relevant experience).
- Strong understanding of financial management, fundraising, and nonprofit governance.
- Excellent communication and interpersonal skills, with the ability to build relationships and collaborate effectively with diverse stakeholders, utilizing, when necessary, de-escalation skills and conflict resolution strategies.
- Demonstrated ability to diplomatically and effectively reason and solve complex problems at a senior leadership level, utilizing strong cognitive skills and strategic thinking.
- Demonstrated commitment to Christian values and principles, with an understanding of and passion for serving individuals with disabilities.

Physical Requirements:

- Ability to traverse the campus grounds, which includes multiple buildings and outdoor areas spanning approximately half a mile, to oversee operations and interact with residents and staff.
- Physical capability to move around various buildings and outdoor spaces to ensure the smooth functioning of the facility and participate in site inspections and assessments as needed.
- Occasionally lifting, up to 40 lbs., as the director moves about buildings and interacts with staff and residents.
- Requires visual acuity adequate to read small print and handwriting.
- Must possess sufficient auditory ability to effectively communicate with colleagues and stakeholders in various work environments.

Personal Attributes:

- Visionary leader with a heart for mission-driven work and a commitment to serving others.
- Strategic thinker with the ability to translate vision into actionable plans and goals.
- Ethical and principled, with a high level of integrity and transparency in decision-making.
- Empathetic and compassionate, with a deep respect for the dignity and worth of all individuals.
- Ability to lead and embody the values of a Christ-centered organization, fostering an environment of compassion, empathy, and spiritual nature among staff, residents, and stakeholders.