

POSITION TITLE: EXECUTIVE DIRECTOR
SUPERVISED BY: JULIE'S DREAM BOARD OF DIRECTORS

About the Position

The Executive Director oversees all management, development, and programming responsibilities that support the community partners and families that Julie's Dream serves. The Executive Director is responsible for designing, organizing, implementing, and supervising all program operations. The Executive Director will also play an integral role in fundraising activities for Julie's Dream. The Executive Director will oversee all accounting, finance, marketing, event planning, and development initiatives. Where needed, the Executive Director may recommend to the Board of Directors the hiring of additional staff or contractors to meet organizational needs and fulfill the vision of Julie's Dream. The Executive Director is also required to operate consistently within the program standards, mission, and guidelines as outlined by the Julie's Dream By-laws and Policy Manual.

In 2020, The Board of Directors of Julie's Dream approved a three-year strategic plan to guide the organization. The Executive Director will be responsible for implementing on the vision set forth in the organization's strategic plan and/or proposing changes and amendments to the plan where needed.

Duties and Responsibilities:

Program Management

- Develop and plan overall program activities in accordance with the mission and the goals of Julie's Dream, both those offered directly by Julie's Dream and those offered in partnership with Julie's Dream community partners.
- Enhance and oversee the further development of a faith-based curriculum unique to Julie's Dream.
- Establish a program evaluation framework, which includes tactics to collect data on youth engagement, in order to assess the strengths of the overall programs, and to identify areas for improvement.
- Supervise day to day program operations and serve as point person for all trip planning and logistics for volunteers and community partners.
- Manage program budgets to ensure the continuous delivery of services.
- Execute the Julie's Dream 2020 Strategic Plan and create and implement new long-term strategic goals and objectives to achieve Julie's Dream vision.
- Develop creative new initiatives to support the strategic direction of all programs.

Partnerships

- Manage existing partnerships with high-quality collaboration and communication.
- Create processes for regular check-in's with partners to solicit input and feedback on partnerships.
- Create guidelines for Julie's Dream partners' implementation of Julie's Dream faith-based curriculum.
- Cultivate and innovate existing partnerships to enhance the experience of Julie's Dream youth.

Volunteer Management

- Develop a Julie's Dream volunteer pipeline of local college students and young professionals to enhance existing volunteer base and support the needs of the organization.
- Leverage volunteers to build deeper connections with the youth involved in Julie's Dream programming.
- Maintain a high-quality volunteer experience for all volunteers.
Create processes for volunteers to build strong and lasting relationships with participants and where possible, their families.
- Oversee and streamline guidelines and registration requirements for volunteers including any waivers, etc.

Youth and Family Relationships

- Formulate and implement effective communication strategies and processes for the partners, youth, and families we serve, including new direct feedback loops with youth to inform Julie's Dream programming.
- Increase and maintain parent/guardian involvement by providing service opportunities for parents/guardian, and engaging partnerships for adults.

Fundraising

- Oversee the fundraising objectives of the 2020 Julie's Dream Annual Development Plan and propose changes when needed.
- Develop personal relationships with potential major donors and establish regular communication protocols.
- Engage the Board of Directors in fundraising activities as outlined in the Annual Development Plan.
- Support the production of the Dream Big Event and any other planned fundraising events.
- Develop and implement a communications plan that includes donor communications and follow-up, as well as social media and PR activities.

Oversee Potential New Staffing

- In consultation with the Board of Directors, recruit, interview and select well-qualified program staff or contractors to fill needed roles for the organization.
- Create onboarding and appropriate training in accordance with organizational standards for any new staff members, and develop external partnerships offering relevant training opportunities.
- Supervise all staff and contractors by providing direction, input, and feedback.
- Implement performance reviews and performance plans where necessary.

Administrative Duties

- Ensure that program activities operate within budget and grant/partnership requirements.
- Support all logistics regarding any ongoing programming or additional program events/trips.
- Ensure registrations for partnerships, events, trips, etc. are complete and accurate.
- Create and cultivate a healthy and energetic culture.
- Create and maintain a program calendar that includes scheduling partnership into daily programming.
- Communicate with program staff through emails, meetings, phone conferences, etc.
- Complete monthly reports on attendance, volunteer activity, programming, and partnership-cultivation.
- Attend certain field trips, partnership functions, or other conferences and meetings activities to enhance Julie's Dream network of connections and ensure Julie's Dream's strong presence in the community.
- Foster positive relationships with partner administration and staff.
- Implement the human resources policies, procedures and practices of the organization.

Minimum Acceptable Qualifications:

- Master's degree preferred, preferably in education or human services with a focus on youth
- Passion for faith-based ministry
- Passion and personal experience with outdoor education and wilderness experiences
- Two-years of experience working in education and/or project management, and/or related work organizing and evaluating educational programs
- Strong written and verbal communication skills
- Strong relationship skills and proficient in further developing and growing relationships with donors, friends of Julie's Dream, and volunteers, both existing and new.
- Must be a team player, team leader, proactive and detail oriented
- Proficiency in MS Office Applications