



Job Title: Executive Director
Department:
Work Location: Corporate Office (Fairlawn, OH)
Reports To: Board of Directors
Status: Full Time
Classification: Exempt

Reaching Above Hopelessness and Brokenness Ministries, Inc.

RAHAB Ministries provides Christ-centered transformational services to those directly affected by sex trafficking.

Position Overview

The Executive Director of RAHAB Ministries will be required to provide strong spiritual guidance and leadership to the RAHAB network, build strong internal and external relationships to deepen the ministry, and set strategic vision for the sustainability of the ministry and future growth. Reporting to the Board of Directors, the Executive Director will have overall strategic and operational responsibility for RAHAB Ministries' staff, programs, expansion, and execution of Mission.

Essential Duties and Responsibilities

Leadership & Strategic Vision

- Provide spiritual and organizational leadership to ensure all programs and services align with RAHAB's Mission, Core Values, and Statement of Faith.
- Develop and implement strategic plans that advance RAHAB's goals and objectives.
- Ensure ongoing local organizational excellence, rigorous program evaluation, and consistent quality throughout all levels of the ministry.

Operational and Staff Management:

- Oversee the creation and adherence to an annual expense and revenue budget and provide timely reports to the Board of Directors on financial well-being of the ministry.
- Implement policies and procedures that promote organizational health and compliance with legal and regulatory requirements.
- Develop, maintain, and support a strong Board of Directors; serve as ex-officio of each committee; seek and build Board involvement with strategic direction for both ongoing local operations as well as any future expansion.
- Ensure systems to track program effectiveness and regularly evaluate program components to measure successes that can be communicated to the Board, funders, and other constituents.
- Utilize evidence-based, trauma-informed practices to strengthen and grow the services provided by RAHAB Ministries.

- Provide ongoing training and development opportunities for staff and volunteers.

Fundraising & Community Engagement:

- Engage current and potential donors through relationship building, in coordination with the Director of Development.
- Oversee creation and execution of development plans as guided by the Director of Development.
- Actively engage and energize RAHAB Ministries' volunteers, Board members, staff, partnering organizations, funders, and community through the building and maintaining of organizational culture and programmatic excellence.

Spiritual Guidance & Relational Support

- Maintain and develop the Christ-centered culture of RAHAB Ministries through adherence to the Statement of Faith and by providing ministry-minded leadership.
- Guide and deepen the spiritual development of RAHAB staff through various practices including engagement with corporate Spiritual Direction, leading devotionals, prayer, etc.

Qualifications

The Executive Director will be thoroughly committed to RAHAB's Mission, Statement of Faith, and Core Values. All candidates should have proven leadership, ministry, coaching, and relationship management experience. Concrete demonstrable experience and other qualifications include:

- Advanced degree with at least 10 years of management experience preferred.
- A proven track record of effectively leading a ministry-based organization and staff with specific examples of having developed and operationalized strategies with effective results.
- Unwavering commitment to quality programs and data-driven program evaluation.
- Excellence in organizational management with the ability to coach staff, manage and develop high-performance teams, set and achieve strategic objectives, and manage a budget.
- Past success working with a Board of Directors, the ability to cultivate existing Board Member relationships, and recruit quality individuals to the Board.
- Strong public relations experience with the ability to engage a wide range of stakeholders and cultures.
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning.
- Ability to work effectively in collaboration with diverse groups of people.
- A deep, mature commitment to a Christ-centered faith in accordance with RAHAB's mission in all interactions.

- Maintenance of the highest level of integrity and high ethical standards in all aspects of personal and professional life.

Physical Demands and Work Environment

- This job operates primarily in a professional office environment and occasionally within RAHAB programming spaces.
- Ability to sit or stand for long periods of time, lift files, open cabinets, and bend as necessary.

Position Type and Expected Hours of Work

- This is a full-time position. Occasional days and hours may vary due to job duty demands. Occasional evening and weekend work required as job duties demand.

Travel

- This position will require some driving and local travel.

Note: This job description in no way states or implies that these are the only duties to be performed by the employee(s) in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at-will" relationship.

Employee Acknowledgement

Signature

Date

Printed Name