

NICOLE'S HOUSE EXECUTIVE DIRECTOR



Christ-centered leadership • Fundraising • Community engagement



REPORTS TO

Board of Directors



STATUS

Full-time, exempt



COMPENSATION

Starting at
\$80,000



POSITION SUMMARY



Nicole's House is a Christ-centered recovery program serving women as they rebuild their lives through faith, accountability, and practical support. The Executive Director integrates Christian principles into organizational culture, decision-making, and resident support while maintaining professional nonprofit standards.

The Executive Director provides overall leadership for the organization and is its chief fundraiser, community ambassador, and senior staff leader. The successful candidate will spend significant time cultivating relationships outside the organization while ensuring that staff have the direction, resources, and accountability needed to deliver a strong recovery program.

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EXECUTIVE DIRECTOR

JOIN OUR MISSION



PRIMARY RESPONSIBILITIES



Fundraising and External Engagement

- Lead the development and execution of a sustainable annual fundraising plan aligned with the organization's budget and priorities.
- Cultivate and steward relationships with individual donors, churches, businesses, foundations, and other community partners.
- Identify and solicit new donors, including major-gift prospects, while strengthening recurring and long-term support.
- Represent Nicole's House at community, church, networking, and speaking events and communicate the ministry's mission and impact compellingly.
- Lead fundraising campaigns and events in partnership with staff, volunteers, board members, and outside partners.
- Recruit, engage, and retain volunteers and community advocates who can expand the organization's reach and capacity.



Organizational and Staff Leadership

- Provide clear leadership, supervision, and accountability for the Case Manager and House Leaders.
- Build a healthy, Christ-centered staff culture characterized by communication, teamwork, professionalism, and care for the women served.
- Ensure that the Case Manager and House Leaders work together effectively to deliver the recovery program and meet residents's day-to-day needs.
- Maintain organizational continuity during staffing disruptions, including temporarily covering or coordinating essential case-management or house leadership functions when necessary.
- Oversee hiring, onboarding, performance management, staff development, and compliance with organizational policies.



RECOVERY

HOPE

HEALING

ADDITIONAL RESPONSIBILITIES



Operations, Finance, and Program Oversight

- Maintain overall accountability for program quality, resident safety, organizational operations, facilities, and risk management while empowering staff to manage daily program delivery.
- Develop and manage the annual budget, monitor financial performance, and ensure responsible stewardship of organizational resources.
- Ensure compliance with applicable laws, grant requirements, board-approved policies, and sound nonprofit practices.
- Use appropriate data, resident outcomes, and organizational metrics to evaluate performance and communicate impact.



Faith and Spiritual Leadership

- Affirm Nicole's House's statement of Christian faith and uphold its Christ-centered mission in leadership and decision-making.
- Be actively involved in a local Christian church and provide a letter of recommendation from the candidate's pastor.
- Provide spiritual leadership and encouragement to staff and residents, modeling integrity, compassion, humility, and mature Christian character.



First-Year Priorities

- Stabilize and strengthen staff leadership and organizational operations.
- Identify new and expand existing relationships with donors, churches, businesses, volunteers, and community partners.
- Partner with the Board to implement stronger governance, communication, and accountability systems.
- Develop and execute a sustainable fundraising plan that strengthens and diversifies revenue.

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Nicole's House seeks a leader who can pair compassionate ministry with disciplined execution—keeping the women served at the center while building the relationships and resources needed for the ministry's future.

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ADDITIONAL RESPONSIBILITIES



Board Partnership and Governance

- Serve as the Board's primary staff partner and provide timely, accurate, and proactive information needed for effective governance.
- Implement board-approved strategy, policies, budgets, and organizational priorities while maintaining clear boundaries between governance and operations.
- Participate in board and committee meetings, prepare meaningful reports, and foster a relationship built on transparency, trust, and shared accountability.



Qualifications

- Demonstrated leadership experience in a Christian ministry, nonprofit organization, or similarly mission-driven setting; executive or senior-level leadership experience is strongly preferred.
- Proven ability to build relationships and generate financial support through fundraising, donor cultivation, community engagement, sales, business development, or related work.
- Strong communication, public speaking, organizational, financial management, and staff leadership skills.
- Bachelor's degree in business, social work, nonprofit leadership, ministry, or a related field is preferred but not required; equivalent relevant experience will be considered.
- Experience with recovery services, residential programs, or populations navigating complex life circumstances is preferred rather than required.
- Lived experience with recovery is valued but not required.

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WHAT YOU CAN EXPECT



Work Expectations and Compensation

- **Schedule:** This is a full-time leadership position requiring regular in-person presence and periodic evening or weekend participation in community, church, fundraising, and resident-related activities.
- **Compensation:** Starting salary of \$80,000 annually. Paid time off and holidays will be provided in accordance with board-approved personnel policies. Nicole's House does not currently offer health insurance, retirement, or other fringe benefits.
- **Employment Conditions:** Employment is contingent upon satisfactory background and reference checks and the candidate's ability to meet the qualifications established by Nicole's House. Nicole's House is an equal opportunity employer committed to its Christ-centered mission.



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