



Compassion House Maternity Home is hiring an executive director to lead and manage the daily operations of the ministry. The executive director provides strategic, operational, ethical, and inspirational leadership for Compassion House that is consistent with the organization's mission, vision, values, board oversight and policies, applicable laws and regulations, and contractual obligations.

The executive director is a salaried, full-time position based on a minimum of 40 hours per week. Candidates will be subject to background check based on agency requirements. People with diverse backgrounds and experience are encouraged to apply

Send resume and cover letter to career.compassionhouse@gmail.com

About Compassion House

Compassion House is a lifeline for girls under the age of 20 who are pregnant and need a safe place to stay and prepare for their futures. We become involved at a critical time in their lives and help them make better choices for themselves and their babies. We provide a safe home for up to 12 residents, assist in getting complete pregnancy care, offer professional counseling, provide life-skills training, assist with and/or oversee education, promote spiritual growth and address the future needs of each resident. Compassion House is the only facility of its kind in Northwest Arkansas.

Compassion House Executive Director

Job Description

Position:	Executive Director
Employer:	Compassion Ministries, Ltd.
Location:	Northwest Arkansas
Compensation:	Reasonable for the market
Reports To:	Compassion House Board of Directors

Overview

The ultimate responsibility of the executive director is to ensure the proper care and development of the residents at Compassion House. The executive director works under the supervision of the board of directors to plan and manage the operations budget; manage staffing issues (including the hiring and supervising of full-, part-time, and volunteer staff members); align staff, volunteers, donors, and community partners on a common vision; solve problems; and motivate and inspire others to achieve the ministry's vision and goals. The ideal candidate will have experience leading and managing a non-profit and, in particular, working with teenagers and partnering groups that support the spiritual, physical, and emotional health of teenage women.

Basic Duties

- Manage the strategic planning and operation of the home in support of the organizational mission and goals
- Collaborate with the board of directors in developing organizational goals, attaining/allocating resources, and establishing policies
- Provide direction to staff in carrying out the key roles assigned to them
- Attend board meetings as an ad hoc member and present operating reports to the board
- Represent Compassion House in the community (public speaking, fundraising, developing partnerships, etc.)

Leadership

- Ensure the effective operation and delivery of programs within the home.
- Demonstrate a thorough knowledge of the mission, objectives, policies, programs, and procedures of Compassion House; the principles and practices of managing a non-profit organization; and resource development activities and sources of funding
- Support the organization's mission and principles

- Maintain an environment that facilitates the discipleship and development for everyone in the home (staff and residents)
- Implement programs, services, and activities that support the girls in the home
- Establish and monitor adherence to board-approved policies and procedures
- Effectively create a healthy culture and collaborate with the staff and volunteers to make Compassion House a great place to work and serve
- Manage the cases of the residents, including maintaining contact with parents, caseworkers, probation officers, or other community agencies; and writing court reports and attending court as needed
- Ensure Compassion House is in compliance with health, fire, state and local codes, as well as HIPPA and other relevant regulations
- Develop personalized individual growth plans (IGPs) for each resident and advise and monitor the execution of those plans with the residents and staff.

Strategic Planning

- Implement a strategic planning process that results in the development and implementation of a quality strategic plan
- Identify and evaluate opportunities for improvement and implement plans for improvements

Management

- Organize the schedule of residents, including doctor's appointments, court dates, counseling, WIC appointments, and family visitation
- Oversee the education of residents, including the pursuit of a high school diploma, GED, or certifications, both at Compassion House and through local schools
- Teach and/or arrange for instruction on other necessary life skills, with the aid of provided curriculum, such as child care, parenting, cooking, cleaning, and finances
- Coordinate with Compassion House Moms and other staff to monitor the rules and expectations, house management, and communication within the house
- Monitoring referrals and waiting list, and facilitating the intake process for new residents
- Manage payroll, including tracking and reporting
- Maintain personnel files for all employees, including background checks and evaluations
- Balance and report on monthly revenue and expenses

Partnership Development

- Develop strategic alliances with community leaders, schools, churches, other non-profits, and government agencies to bring in residents who are in need of Compassion House's services, support for programs at Compassion House and funding for Compassion House.

Additional Responsibilities

- May be assigned special projects periodically by the board of directors.

Healthy Relationships

- Internal – Maintain relationships with board of directors, staff, and residents.
- External – Maintain partnerships with other social service agencies, law enforcement, volunteers, funding organizations, and individual donors

Qualifications

- A shared passion for the mission, vision, and values of Compassion House
- Comfortable interacting with people and organizations in the community
- High degree of professionalism
- Strong organization, communication, and planning skills
- Ability to work with and lead a team
- Ability to prioritize and handle a variety of responsibilities
- An abundance of patience and compassion with teenagers in crisis
- A bachelor's degree in a related field is desired; a Master's degree is preferred
- A minimum of 10 years of experience working in related areas