

Nonprofit Executive Director Job Description

Based in ATLANTA, Georgia—JosiahKids Inc. is an IRS approved 501(c)(3) nonprofit organization committed to the mission of educating, empowering, and equipping the next generation of service-minded leaders. Executive Director will be regularly present for in-person sessions and events—otherwise, the schedule will be a flexible work from home arrangement.

Executive Director Job Responsibilities:

- Serves as the chief overseer of the mission, reporting directly to the Board of Directors.
- Owns the strategic and operational responsibility for the organization’s staff, programs, and volunteers.
- Attracts, mobilizes, and retains a diverse, highly qualified staff and team of volunteers.
- Provides career coaching, growth, and personal development to a small team.
- Develops and implements consistent inventory and cost accounting policies, procedures, and operational reporting/metrics. Oversees and reports organization’s results to the board.
- Prepares accurate and timely analyses that capture and communicate fundraising results, variances, and performance trends.
- Regularly communicate with the organization on wins and major accomplishments.
- Supervises the development of operations-based financial modeling.
- Leads annual budget reviews, monthly and quarterly reviews, and periodic forecasts.
- Ensures services and funding relationships are robust--meeting or exceed strategic goals and objectives.

Executive Director Qualifications / Skills:

- Demonstrated leadership and management skills.
- Self-motivated, self-directed—works well independently.
- Mission driven, service-minded, passion for people, and a protective love for children.
- A head for business. Financial fitness and competence.
- Ability to recruit, positively motivate, mobilize, lead, and manage a small team.
- Ability to work collaboratively with valued stakeholders and community leaders.
- Strong written and verbal communication skills.
- Ability to leverage strong partnerships and relationships with other organizations.
- Ability to effectively manage growth.
- A visionary with action-oriented approaches to running and growing a young organization.

Education, Experience, and Pay Requirements

- Bachelor’s Degree in Finance, Accounting, or Management is preferred
- Ten or more years of management experience in an operational environment
- Five or more years of management or supervisory experience
- Professional work undertaken voluntarily and without pay