



# Miriam's Promise

**Position: Executive Director**

**Reports to: Board of Directors**

**Date: July 2024**

**FLSA Status: Exempt**

Miriam's Promise is a faith-affiliated nonprofit providing adoption and family services in Middle Tennessee. The organization specializes in adoption preparation and placement; judgement-free, options-based pregnancy counseling; and counseling services for everyone in the adoption constellation.

The Board of Directors is seeking an experienced and driven Executive Director to lead its team of service providers, rapidly grow funding development and serve as the face of the organization. Ideal candidates will have a strong connection to our [mission and values](#); leadership and supervisory experience; and successful experience in fundraising and the grant writing process. They will embrace the inclusive philosophy of Miriam's Promise to include all Federally protected classes and marginalized populations. Direct experience in adoption and family services and/or social work preferred.

The Executive Director reports to the Board of Directors. They will be expected to maintain consistent, positive relationships with Directors and to keep them informed of the organization's successes, struggles, progress, needs and fiscal condition. They will also maintain consistent, positive relationships with church officials and leadership, regulatory authorities, state and local governments, nonprofit networks and the broader adoption community.

Miriam's Promise was founded by and is still affiliated with the Tennessee/Western Kentucky Conference of the United Methodist Church. The Executive Director will speak regularly to a broad spectrum of community groups to share the mission, needs and successes of Miriam's Promise, including at religious services and gatherings, secular events and events focused on diversity and inclusion, to name a few. They are also responsible for preparing the annual funding request (apportionment) for the United Methodist Church and for maintaining the overall Conference relationship.

The Executive Director is expected to maintain a working knowledge of the adoption services industry and all applicable laws and to keep informed of proposed legislation that could affect the organization's mission and services.

Applicants should send a cover letter and resume to [MiriamsPromiseSearch@gmail.com](mailto:MiriamsPromiseSearch@gmail.com). Cover letters should speak directly to the [mission and values of Miriam's Promise](#), the applicant's connection to them and relevant leadership experience to push them forward.



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## **QUALIFICATION REQUIREMENTS**

### ***Knowledge and Experience***

Qualified candidates will:

- Meet all requirements set forth in [Rule 0250-4-9-.04 from the Tennessee Department of Children's Services Social Services Division](#) (detailed on page 10)
- Hold a bachelor's degree, preferably in management, nonprofit management, social work, counseling, education, psychology, nursing or religious service
- Have direct experience in a leadership and/or supervisory role, preferably in adoption, family services and/or social work

### ***Key Skills***

The ideal candidate for this position must:

- Abide by the organization's mission and be committed to the core values of the agency; demonstrate, communicate, and represent those to others
- Demonstrate leadership ability in strategizing and coalition building
- Demonstrate effectiveness and leadership experience in fund development, including the grant process
- Demonstrate an awareness of and sensitivity to the various cultural and socioeconomic characteristics of the clients and staff members
- Have strong leadership and supervisory abilities, with a focus on building relationship and creating a positive work environment for staff and clients
- Have the skills and comfort necessary to grow the organization and its public profile
- Be comfortable speaking and networking in both faith-based and secular groups, including those focused on diversity and inclusion
- Demonstrate excellent verbal and written communication skills
- Strength in preparing and tracking an annual budget
- Possess professional demeanor and skills in working with staff, clients, volunteers and members of the community
- Have knowledge of and abide by rules of confidentiality
- Have a vehicle for business use and a valid TN driver's license and current automobile insurance
- Be able to use computers efficiently (i.e., word processing [Microsoft Word, Excel], data storage/retrieval, donor tracking systems, etc.)



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## **PRIMARY JOB DUTIES**

### ***Personnel***

- Provide leadership, direction and oversight to all personnel.
- Set individual and team service delivery goals and reviewing performance on a regular basis.
- Review procedures and goals semi-annually with leadership team to verify or recommend needed changes in program services.
- Accountable for on-boarding, development and continuing education for staff.

### ***Safety and Client Rights***

- Assure practices and procedures that safeguard the physical and psychological safety of clients.
- Report immediately to the Board of Directors any circumstances of abuse/neglect of clients, or circumstances which otherwise appear to violate client rights.
- Through training and supervision, provide staff with the knowledge and tools to support clients' physical, emotional and psychological safety.
- Assure that the program provides services that promote an awareness of and sensitivity to the cultural backgrounds and needs of the clients served.

### ***Fundraising /Development***

- Work with the Board to create and implement a strategic development plan, including measurable objectives and budget, in a cost effective and time-efficient manner.
- Increase new donors by setting measurable goals, developing materials, tracking and following up; maintain and enhance engagement with existing donors.
- Identify private and public grant opportunities and oversee application process.
- Train and lead other staff to support fundraising and marketing efforts.

### ***Financial***

- Assure fiscal accountability which includes:
  1. Supervisory approval of expenditures and voucher requests
  2. Maintaining records of site expenditures



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### 3. Review financial statements with the Treasurer and Board

- Prepare the yearly budget and present to the Executive Committee and the Board of Directors.
- Make staff salary recommendations; oversee payroll and employee benefits.
- Schedule and supervise the yearly audit; ensure preparation and submission of form 990, communicate with the Board of Directors regarding findings.
- Review accounts receivable and financial statements (monthly and year-end).

#### ***Board Development and Relationships***

- Work closely with the Chair of the Board of Directors to develop a strong and effective board to develop and achieve the strategic plan of the agency.
- Develop and provide Board orientation for new members, including the provision of board manuals, roles and responsibilities, policies, etc.
- Develop working relationships with individual Board members to determine members' best use of skills, areas of interest, etc.
- Maintain appropriate Board correspondence, minutes of official meetings, etc.
- Monitor, plan and report progress to the Board at its bi-monthly meetings

#### ***Public Relations and Awareness***

- Oversee communication materials for the community at-large and specific groups.
- Oversee PR statements, appearances, event communications, website, etc.
- Network with area churches inside and outside the Tennessee Conference and local agencies to determine service needs, to maintain positive relationships, increase awareness and encourage financial support.
- Participate in Conference leadership activities to maintain positive relationships within the Annual Conference and local congregations.

#### ***Additional Job Duties***

- Prepare and file monthly and annual reports on forms furnished by the Tennessee Department of Children's Services, as well as special reports as required.



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- Through individual study and participation in professional conferences, remain informed of current issues and developments in the social services and leadership/management fields.
- Participate with other local, regional and state councils and associations in child and family advocacy efforts.
- Maintain cooperative working relationships with funders, foundations, government agencies, community agencies, referral sources, schools, juvenile justice authorities, etc.

### COMPENSATION

#### ***Negotiable Package***

Salary and benefits to be determined in partnership with the Board of Directors. Medical, dental, pension and other benefits are available. Base salary can be negotiated based on which benefits are needed. Total compensation package, including salary, benefits and social security, starts at \$70,000.

#### ***Incentive Potential***

Together with the Executive Director, the Board of Directors may establish a bi-annual incentive schedule based on meeting goals for funding growth.

### PHYSICAL DEMANDS AND WORK ENVIRONMENT

#### ***Physical Demands***

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands or finger, handle, or operate business equipment including computers and other electronic communication devices; reach with hands and arms; climb stairs; balance; stoop, kneel, talk and hear. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

#### ***Work Environment***

The duties of this job are performed in both an office environment and at times other external environments, thereby experiencing some minor to moderate level of noise due to office equipment, or normal outside environmental noise.