



## Executive Director – Job Posting

The Rest Stop Ministries Board of Directors is actively seeking a passionate, motivated, qualified, and divinely called candidate with strong Christian values to lead our ministry. Dr. Rondy Smith, our Founder and Executive Director, has decided to retire after leading this work since 2011.

Rest Stop Ministries, Inc. is a not-for-profit, Christian faith-based organization in the Lebanon, TN area whose mission is to comprehensively restore female survivors and stop the oppression of sex trafficking and sexual exploitation. Rest Stop stands for RESTORE SURVIVORS and STOP OPPRESSION.

The three program pillars that best describe our ministry are:

- Residential Restoration: a long-term healing-housing community that is evidence-informed, trauma-focused, holistic & comprehensive. Safe housing and a therapeutic community are the first steps to healing.
- Good Hope Farms: Hope Enterprise & Workforce Empowerment - a concurrent opportunity to gain job readiness and paid hands-on job skills training to achieve the economic independence that ends cycles of exploitation.
- Alumni Aftercare: a full year of transitional services to ensure successful outcomes, and a support community for life.

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**Job Summary:** In partnership with the Board of Directors, the Executive Director will lead the organization to keep its mission, vision, values, and strategies focused and communicated to staff, clients, funders, volunteers, and the community. The effectiveness of the position is measured by the extent to which the agency's operational and strategic goals are achieved.

**Reports To:** Board of Directors

**Responsibilities Include:**

- Assess the needs/wants of clients, funders and all key partners/ stakeholders; use such data in strategic and operational planning
- Maintain a cost-effective mix of quality programs and services, working as appropriate with other community agencies; build delivery systems and deliver services
- Market services to clients; market service opportunities and results to funders, community partners, and volunteers
- Build and maintain relationships with clients, funders, volunteers, and the community-at-large; position and market the organization in the marketplace
- Create organization structures, build efficient systems for getting work done that meet best practices standards and legal requirements; continuously improve the organization's functioning
- Be accountable and provide focus for our organizational impact, as defined by our Theory of Change
- Select, train, develop, supervise, evaluate and reward/recognize staff and volunteers

- Plan for, maintain, and make efficient use of facilities, equipment, and supplies
- Work with the Board to develop a diversified, adequate funding base
- Explore creative pathways for funding the mission (i.e. Board member involvement, new and existing donor development, grants, and other sources)
- Create and maintain a 12-month operating budget and 3-year forecast
- Work with the Board to develop policies to guide the work of the organization; administer approved policies
- Develop evaluation systems, evaluate results, and report results to the Board and other stakeholders regularly
- Ensure compliance with applicable standards and requirements, to include legal, industry, policy, and ethical standards and requirements
- Build and ensure positive organizational culture, morale, and internal and external reputation

**Preferred Qualifications:**

Relevant education or experience, with at least 5 years of senior management experience; track record of effectively leading and regionally and/or nationally scaling a performance- and outcomes-based organization and staff; ability to point to specific examples of having developed and operationalized strategies that have taken an organization to the next stage of growth

Preferred 3-5 years' experience in anti-human trafficking or related field of trauma-informed human services; Residential Community experience a plus

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 with the ability to cultivate existing board member relationships

Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures

Grant writing skill is highly desirable

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

Passion, idealism, integrity, positive attitude, mission-driven, and self-directed

Willing to embrace and exemplify our core values and statement of faith

Have a heart and a passion for seeing the broken restored

Good moral character

**Benefits:**

*Rest Stop Ministries offers a generous PTO policy, a Healthcare Reimbursement Arrangement (HRA), eight paid holidays, and a cell phone stipend.*

**Salary:**

*\$65,000 - \$72,000 commensurate with experience*

**How to Apply:**

If you are interested in this opportunity to help survivors become thrivers, then we invite you to apply. Every applicant will be given careful consideration. Preference will be given to applications received by April 1, 2025.

Interested parties should email a **cover letter** and **resume** to Ken Glaus, President of the Board of Directors, [kenglaus@gmail.com](mailto:kenglaus@gmail.com).