

Job Title: Executive Director**Organization:** FOCUS Ministries**Location:** Downtown Knoxville, TN (Hybrid-Friendly)**Status:** Full-Time**Reports To:** Board of Directors**About FOCUS Ministries**

FOCUS Ministries is a Christ-centered nonprofit dedicated to providing hope, support, and transformation for incarcerated and justice-impacted women through faith-based programming inside correctional facilities and comprehensive reentry support after release. Our mission is to help women in East Tennessee break cycles of addiction, incarceration, and trauma while discovering true freedom in Christ.

FOCUS Ministries currently operates with an annual budget of approximately \$450,000 and, after serving East Tennessee for more than 25 years, is entering a season of strategic growth and sustainability.

Position Overview

FOCUS Ministries is seeking a skilled, relational, and highly motivated Executive Director to guide the organization through a critical transition period. This role will focus primarily on fundraising and financial sustainability, with an urgent need to lead an immediate capital campaign in the coming year.

The Executive Director will work closely with the Board of Directors, staff, donors, churches, and community partners to stabilize and strengthen the ministry's financial foundation. This position is designed as a hands-on leadership role.

Key Responsibilities**Fundraising & Capital Campaign Leadership (Primary Focus)**

- Lead and execute an immediate capital campaign to strengthen the organization's financial position.
- Develop and implement a comprehensive fundraising strategy aligned with annual and long-term goals.
- Cultivate, solicit, and steward individual donors, major gift prospects, churches, foundations, and community partners.
- Identify and pursue grant funding opportunities; oversee grant writing, reporting, and compliance.
- Partner with the Board of Directors to expand donor relationships and fundraising capacity.
- Strengthen donor engagement, retention, and communication through effective storytelling and outreach.

Organizational Leadership & Operations

- Provide mission-aligned leadership and vision.
- Oversee day-to-day operations of Reentry House and support staff effectiveness and morale.

- Ensure organizational accountability, sound financial practices, and alignment with strategic priorities.
- Serve as the primary ambassador and spokesperson for FOCUS Ministries.

Board & Community Engagement

- Maintain consistent communication with the Board, including regular reporting on fundraising progress and organizational health.
- Engage churches, volunteers, and community partners to advance the mission and increase visibility.

Qualifications

Required:

- A personal, active relationship with Jesus Christ and a clear commitment to living out the Christian faith in both personal and professional life.
- Bachelor's degree
- Demonstrated nonprofit experience, with a strong emphasis on fundraising and donor development.
- Proven ability to build relationships and generate financial support.
- Strong communication, organizational, and leadership skills.
- Alignment with and commitment to the Christian mission and values of FOCUS Ministries.

Preferred:

- Experience leading in a capital campaign.
- Background in faith-based ministry, reentry services, or justice-related nonprofits.
- Experience working closely with a Board of Directors.

Compensation & Work Environment

- Salary Range: \$55,000-\$60,000, commensurate with experience.
- Compensation increase anticipated upon successful completion of the capital campaign.
- Primary work location is downtown Knoxville, with a hybrid-friendly schedule available.

Please send expressions of interest and resumes to Victoria Glasscock at kvglasscock@gmail.com.