

Executive Director Position Announcement

Position Location: Des Moines, IA
Position Start Date: September 2024
Reports to: Families Forward Board of Directors
Competitive Compensation and Benefits
Salary Range: \$125,000 - \$145,000

ABOUT FAMILIES FORWARD: Families Forward is a 501(c)3, nonprofit organization, supporting four primary programs – Bidwell Pantry, Child Development Center, New Directors Shelter, and The Home Connection – working together to provide compassionate, life-changing assistance to families and their path to self-sufficiency. Learn more at www.familiesforward.org.

ABOUT THE ROLE OF EXECUTIVE DIRECTOR: The Executive Director provides vision, leadership, internal management of operations, and collaborative decision-making with staff and the Board of Directors. This dynamic role is empowered to innovate, creating opportunity and providing possibilities for people and families, fulfilling the organization’s mission and strategic plan while also ensuring the long-term success of Families Forward. If you are ready to change lives for the better through your work every day, we look forward to seeing your application!

Families Forward is seeking —

ORGANIZATIONAL LEADERSHIP & STRATEGY:

- Collaborate with the Board to develop and implement organizational strategies aligned with the Families Forward mission and values.
- Ensure compliance with legal and ethical standards and provide regular updates on progress and challenges.
- Facilitate effective communication and decision-making between the Board of Directors, staff, and other stakeholders.
- Mentor and empower staff members to achieve their full potential and effectively contribute to Families Forward's mission.

FINANCIAL & OPERATIONAL MANAGEMENT:

- Responsible for the financial well-being of Families Forward, including budget management and ensuring compliance with all regulatory standards.
- Developing and implementing comprehensive fundraising strategies to support the financial sustainability and growth of Families Forward, including individual giving, corporate partnerships, grant writing, and special events.
- Leveraging collaborative efforts with the Board of Directors, staff, and volunteers, identify and pursue diverse funding opportunities, grants, and partnerships aligned with strategic priorities and funding needs.
- Oversee Program Managers providing leadership, evaluation, supporting and partnering with them as needed for collaborative problem solving and decision-making to achieve effective program delivery.

ESSENTIAL QUALIFICATIONS:

- Bachelor's degree in a related field required; graduate level degree preferred.
- Proven track record of success in nonprofit sector financial management, fundraising, and strategic planning including a minimum of 5-years of experience in a leadership role.
- Ability to identify, develop and submit grant proposals; secure and retain multiple streams of funding; and build valuable community partnerships with Families Forward stakeholders.
- Strong leadership and interpersonal skills shaping a compelling vision, inspiring others to action paired with commitment to diversity, equity, and inclusion.

HOW TO APPLY: Please send your resume and a brief cover letter (up to 500 words) to c.halls@2ttop.com. Your cover letter should convey insights that may not be evident in your work history and speak to why you feel uniquely qualified and compelled to lead Families Forward. Thank you.

DEADLINE: Applications will be accepted until **noon Friday, June 28** and finalists are expected to be interviewed Thursday, July 11.

A full job description, annual report, strategic plan, and other information can be found at www.familiesforward.org.

Families Forward is an equal opportunity employer and prohibits discrimination of any kind. Families Forward upholds the principles of equal-employment opportunity for all employees and applicants with a work environment free of discrimination, harassment, and intimidation. All employment decisions at Families Forward are based on business needs, job requirements and individual qualifications without regard to race, color, religion, gender, sex, national origin, age, disability, veteran status, or any other protected class by federal, state, or local laws. Families Forward encourages all qualified applicants.
