

**Job Title:** Executive Director  
**Nonprofit Organization:** Nehemiah Mission  
**Location:** Cleveland, OH  
**Reports To:** Board of Directors  
**Status:** Full-time  
**Salary:** \$50,000-\$60,000



---

## About Us:

Nehemiah Mission is a mission-driven non-profit organization dedicated to rebuilding hope one relationship at a time for the transformation of our community. We are committed to creating a positive impact in the community by providing temporary housing for International newcomers, supplying a weekly free meal to the community, and hosting a weekly Bible study. We are seeking a dynamic, passionate, and results-oriented Executive Director to lead our organization as we work towards achieving our mission and expanding our reach.

---

## Position Overview:

The Executive Director (ED) is the chief executive of the organization, responsible for overseeing all aspects of Nehemiah Mission's operations, programs, and strategic growth. The ED will work closely with the Board of Directors, staff, volunteers, donors, and other stakeholders to ensure the organization meets its mission, financial goals, and sustainability. The ED will be responsible for organizational leadership, fundraising, program development, and fostering relationships with key partners. As an ED grows the organization we hope to expand staffing to take on some of these responsibilities.

---

## Key Responsibilities:

### Leadership & Strategic Vision

- Provide visionary leadership to the organization, ensuring alignment with the mission and values.
- Develop and implement along with the BOD a strategic plan that sets priorities and provides clear direction for the organization's growth and impact.
- Hire, inspire, mentor, and empower staff, fostering a positive and inclusive workplace culture.
- Cultivate relationships with community leaders, partners, volunteers, and stakeholders to strengthen the organization's visibility and influence.

### Fundraising & Resource Development

- Lead and support fundraising efforts to secure sustainable funding through grants, individual donations, corporate partnerships, and events.
- Develop and maintain relationships with donors, sponsors, and funding agencies.
- Implement strategies to diversify revenue streams and ensure long-term financial sustainability.
- Collaborate with UMCs in the East Ohio Conference.

## **Program Development & Management**

- Oversee the development, implementation, and evaluation of programs and services to ensure they effectively meet the needs of the community.
- Monitor program performance, ensuring continuous improvement and alignment with the organization's mission and goals.
- Ensure that all programs and activities are compliant with legal, regulatory, and funding requirements.

## **Financial Management & Oversight**

- Manage the organization's finances, including budgeting, financial reporting, and ensuring effective use of resources.
- Work with the Board of Directors to manage an annual budget and financial goals.
- Ensure the organization's financial stability by identifying opportunities for cost efficiencies, increased revenue, and effective resource allocation.

## **Board Relations & Governance**

- Act as the primary liaison between the Board of Directors and the organization's staff.
- Support the Board in its governance role, providing the information, resources, and guidance needed to make informed decisions.
- Assist in recruiting, orienting, and training new board members to ensure effective governance.
- Work with the Board to ensure proper policies, procedures, and bylaws are in place and followed.

## **External Relations & Advocacy**

- Serve as the primary spokesperson and advocate for the organization to the public, media, and key stakeholders.
  - Build and nurture relationships with external partners, government agencies, and community organizations.
  - Ensure the organization's presence in relevant networks, coalitions, and forums.
-

## Qualifications:

### Education & Experience

- A Bachelor's degree in a relevant field (e.g., Nonprofit Management, Business Administration, Social Services, etc.) is preferred.
- Demonstrated experience in fundraising, grant writing, and building donor relationships.
- Minimum of 5 years of senior management experience in a nonprofit organization, with a proven track record of leading teams, managing budgets, and driving organizational success.
- Strong understanding of nonprofit governance and compliance issues.

### Skills & Abilities

- Strong leadership and management skills with the ability to inspire and lead diverse teams.
  - Exceptional communication skills, both written and verbal, with the ability to engage stakeholders at all levels.
  - Strategic thinker with strong problem-solving and decision-making abilities.
  - Ability to build and maintain effective relationships with staff, board members, donors, volunteers, and community partners.
  - High level of integrity and a passion for the organization's mission and values.
  - Ability to work independently and collaboratively in a fast-paced environment.
- 

## How to Apply:

Interested candidates should submit a resume, cover letter, and references to [directornehemiahmission@gmail.com](mailto:directornehemiahmission@gmail.com). In your cover letter, please describe your experience in nonprofit leadership and why you are passionate about Nehemiah Mission's work.

---

Nehemiah Mission is an Equal Opportunity Employer and is committed to creating a diverse environment. We encourage all qualified individuals to apply regardless of race, color, gender, sexual orientation, gender identity, religion, age, disability, or any other status protected by law.

---

This job description outlines the general responsibilities and qualifications for the position of Executive Director but is not intended to be exhaustive. The Executive Director may be required to perform other duties as assigned by the Board of Directors.



**Vision** The East Ohio Conference equips and supports pastors, congregations, and faith communities to grow in their capacity to bear fruit that lasts by:

- being disciples, making disciples, and maturing disciples of Jesus Christ;
- being God's agents of transformation in our communities and throughout the world; and
- being bold and courageous leaders in reaching new people, younger people, and a more diverse people.

The Nehemiah Mission of Cleveland is a part of that vision as we rebuild hope, one life at a time.