



## **Bridge of Hope Executive Director**

Bridge of Hope Lincoln County is a new non-profit organization, founded to address a critical need to shelter unhoused families and individuals in a Christ-centered manner. Set to open in late 2023, this newly constructed shelter will also serve as a community resource center, connecting people to employment, health care, financial education and more through collaboration with current and future partners. The mission of Bridge of Hope Lincoln County is to move residents from crisis to stabilization through partnering with civic, faith and nonprofit organizations to equip Lincoln County individuals and families with resources and hope.

This person will be the founding Executive Director recruited and hired through a partnership with Catholic Charities of St. Louis. Reporting and working with an engaged Board of Directors, this dynamic leader is responsible for the planning, organizing, staffing, motivating, directing, fundraising, and management of a residential/educational agency committed to serve our unhoused neighbors. Ensures programs operate efficiently and pursues opportunities to expand and develop new programs. Creates and develops a strategic development plan to help the organization meet its operational and funding goals.

### **Executive Director Job Responsibilities:**

- Ultimately accountable for ongoing funding and building relationships with all donors and potential donors and community partners.
- Responsible for planning, organization, and direction of the organization's operations and programs.
- Develops and implements consistent inventory and cost accounting policies, procedures, and operational reporting/metrics.
- Oversees and reports on the organization's results for board of directors.
- Prepares accurate and timely analyses that capture and communicate fundraising results, variances, and performance trends.

- Provides leadership to and manages the efforts of site staff to ensure appropriate support of resources.
- Supervises the development of operations-based financial modeling.
- Coordinates and leads annual budget reviews, monthly and quarterly reviews, and periodic forecast updates with the Board of Directors.
- Retains a diverse, highly qualified staff and volunteers reflective of those being served by providing career coaching, growth, and personal development for workers.
- Ensures that services and funding relationships are robust enough to meet or exceed strategic goals and objectives.

As a co-leader at Catholic Charities and Bridge of Hope, the candidate will be offered a robust benefit package of the Archdiocese of St. Louis including medical, dental, vision insurance, 403 (b) retirement plan, vacation and other paid time off (PTO).

### **Executive Director Qualifications / Skills:**

- Demonstrated leadership and management skills
- A commitment to standing as a moral and upstanding representative of the Christian community
- Ability to work in/with an ecumenical group of board members, key collaborators, and financial supporters
- Ability to multi-task
- Takes initiative
- Works independently
- Creative problem-solving skills
- Enthusiastic
- Dynamic
- Flexible
- Organized
- Collaborative
- Influence

### **Education, Experience, and Licensing Requirements**

- Bachelor's Degree in Finance, Accounting, or Management preferred
- 10 or more years of non-profit management experience in an operational environment
- 5 or more years management or supervisory experience

**To apply, email your resume to [admin@bridgeofhopelc.org](mailto:admin@bridgeofhopelc.org). One of our engaged Board of Directors will follow up with you shortly. Be the first to apply for this new and exciting career journey in Lincoln County Missouri.**