



Strengthening & Equipping Neighborhoods Together

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455 SE Golf Park Blvd., Topeka, KS 66605

Position Title:	SENT Executive Director
Status:	Full-Time/Exempt
Compensation:	\$60,000 - \$65,000 (Based on Education and Experience)
Benefits	Insurance – Medical
Location:	SENT Offices at Avondale East
Reports to:	SENT Board of Directors

SUMMARY OF RESPONSIBILITIES:

The Executive Director is responsible for strategic planning, vision-casting, people management, organizational operations, Board of Directors engagement, and fundraising/public relations. This includes but is not limited to ensuring SENT fulfills its mission and champions the organization’s mission and vision for the purposes of expansion in programs and scope of services.

DESIRED ATTRIBUTES:

- Visionary, Innovative, Leader, Persuasive & Passionate Communicator/Public Speaker, Strategic Thinker, Goal Oriented, Focused, Resilient, Organized & Efficient, Entrepreneurial & Adaptable, Engaging & Relational, Delegator

POSITION REQUIREMENTS

- Minimum of a Bachelor's Degree; Master’s Degree *preferred*
- Minimum of **7 years of experience** working with or in non-profit organizations with at least **4 years in a leadership position**.
- Willing to live in SENT focus area.
- Knowledge of and excitement to support the mission, vision, values, and strategies of SENT (Read More: <https://senttopeka.com/about>)
- Knowledge of and agreement with CCDA principles as it applies to SENT initiatives.
 - <https://ccda.org/about/philosophy/>
 - <https://senttopeka.com/our-philosophy>
- Technologically savvy - able to pick up and learn/implement/train new programs and software quickly.
 - Advanced Microsoft Office Suite skills
 - Familiarity with G Suite/Google Drive

FOCUS AREA REQUIREMENTS

- **Organizational Leadership Expertise in the following:**
 - Strategic Planning & Implementation
 - Program Development & Support
 - Fiscal Responsibility - budget development, implementation, and reporting
 - Human Resources - performance management, training, coaching, and talent acquisition/retention, team development, culture building
- **Fundraising & Donor/Volunteer Relations Expertise in the following:**
 - Marketing & Public Relations - promoting a positive image and educating the public about an organization, it's mission, vision, goals, and programs.
 - Fundraising & Donor Relations - proven success in engaging a wide range of stakeholders, casting a vision and bringing others into it.
 - Volunteer Relations - recruiting, training, engaging, managing
- **Board of Directors Relations Expertise in the following:**
 - Engagement - Maximizing Involvement/Contributions
 - Communication & Reporting - timely, accurate information reporting necessary for the Board to function and make informed decisions.

DUTIES AND RESPONSIBILITIES:

Board of Directors Engagement & Leadership

- Participate with the Board of Directors in developing a strategic plan to guide the organization.
- Identify, assess, and inform the Board of Directors of internal and external issues that affect the organization.
- Serve as a professional advisor to the Board of Director on all aspects of the organization's activities.
- Maximize and fully engage SENT's Board of Directors and Committees.
- Foster effective teamwork between the Board and the Executive Director as well as between the Executive Director and staff and volunteers.
- Act as the primary spokesperson for the organization in conjunction with the Board.
- Conduct official correspondence on behalf of and/or jointly with the Board as appropriate.
- Serve on the Executive Committee

Public Relations Leadership

- Champion SENT's vision to the public, and build new partnerships with complementary organizations, local churches, and potential donors.
- Responsible for the enhancement of SENT's image by being active and visible in the community and by working closely with other professional, civic and private organizations.
- Use their presence to garner new opportunities, promote stronger branding, and cultivate relationships with potential funders, using a charismatic and vivacious manner.
- Promote the organization at events, in promotional materials, and on social media outlets.

Organizational Strategy

- Develop a strategic plan (long term + short term) with the Board which incorporates goals and objectives that work towards the strategic direction of the organization ensuring that SENT can successfully fulfill its Mission into the future.
- Maintain a working knowledge of significant developments and trends in the nonprofit sector.
- Meet the objectives and strategies outlined by the Board of Directors and Strategic Plan.
- Serve as ex-officio of each committee and seek board involvement with strategic direction for long-term organizational expansion.

Organizational Operations

- Oversee the efficient and effective day-to-day operation of the organization
- Responsible for implementation of SENT's programs to carry out the organization's mission.
- Written monthly analysis communicated to the board and annual complete evaluation of program components to ensure SENT's mission is being fully carried out and resources are being fully maximized.
- Lead facilitation of all administrative and program elements needed to achieve SENT's measures and objectives.

Human Resources Planning and Management

- **Culture Building**
 - Create and maintain a culture that attracts, retains, and motivates a diverse staff of top-quality people, and centers on SENT's mission, vision and values.
 - Establish a positive, healthy and safe work environment in accordance with all appropriate legislation and regulations.
- **Talent Acquisition**
 - Determine staffing requirements for organization based on strategic plan and current initiatives.
 - Recruit, interview and select staff that have the right technical and personal abilities to help further the organization's mission.
 - Recruit and develop teams to implement SENT programs and operations.
 - Ensure that all staff receives an orientation to the organization and that appropriate training is provided
- **Talent Management**
 - Coach SENT's staff in achieving excellence, carrying out effective programming with clearly defined outcomes, and in perpetuating SENT's culture and high standard of excellence.
 - Implement a performance management process for all staff and volunteers which includes monitoring the performance of staff on an on-going basis and conducting an annual performance review.
 - Inspire, coach and mentor staff as appropriate to improve performance and develop staff.
 - Employ and release personnel as is in the best interest of SENT
- **Policy Development**
 - Oversee the implementation of the human resources policies, procedures and practices including the development of job descriptions for all staff.
 - Draft policies for the approval of the Board and prepare procedures to implement the organizational policies
 - Review existing policies on an annual basis and recommend changes to the Board as appropriate
 - Ensure that personnel, client, donor and volunteer files are securely stored and privacy/confidentiality is maintained

Financial Planning and Management

- **Fiscal Responsibility**
 - Ensure that sound bookkeeping and accounting procedures are followed.
 - Responsible for the fiscal integrity of SENT Topeka, to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
 - Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
 - Ensure that the organization complies with all legislation covering taxation and withholding payments.
- **Funding Strategy**
 - Establish and mobilize a sustainable funding strategy through generating donor relationships and local fundraising activities.
 - Work with the Board to secure adequate funding for the operation of the organization
 - Ensure adequate resources are available to implement all of the current SENT initiatives.
 - Research funding sources, oversee the development of fundraising plans and write funding. proposals to increase the funds of the organization.
- **Budget**
 - Work with staff and the Board (Finance Committee) to prepare a comprehensive budget. Submitted to Board by November 1 of the year prior.
 - Approve expenditures within the authority delegated by the Board.
 - Administer the funds of the organization according to the approved budget and monitor the monthly cash flow of the organization.

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.

I have read and understand the role and responsibilities expected of me in this position

SENT Executive Director Date

SENT Chairman Date

SENT Vice Chairman Date