

Southwest Indiana PowerHouse, Inc.

Executive Director Job Description

Location

Washington, Indiana

Accountability

The Executive Director reports directly to the **Southwest Indiana PowerHouse Board of Directors**.

Purpose

The Executive Director, through the guidance of the Board of Directors, provides leadership, vision, and direction toward the achievement and implementation of the PowerHouse mission, vision, strategy, and goals. The Executive Director also serves as the primary liaison between the Board of Directors, staff, volunteers, donors, and the community.

Hours of Work

This position is a **full-time salaried position** requiring a minimum of **40 hours per week**. Evening and weekend hours may occasionally be required based on programming and community engagement needs.

Education and Qualifications

- A **bachelor's degree is preferred but not required**.
- Experience in nonprofit leadership, youth ministry, community leadership, or organizational management is beneficial.
- Strong leadership, communication, and relationship-building skills.
- Demonstrated commitment to the mission and values of the PowerHouse.

Duties and Responsibilities

- The Executive Director is responsible for the day-to-day operations and overall stability of the PowerHouse. This includes ensuring effective operations, healthy volunteer systems, strong and appropriate youth relationships, healthy donor relationships, and responsible financial stewardship. All in pursuit of the mission of discipling Jr and Sr High Youth.

Program Leadership

- Oversee the development, implementation, and evaluation of programs and services that support the mission of the PowerHouse, including but not limited to:
 - After-school programs, activities and trips, educational programming, and mentoring programs.

Staff and Volunteer Leadership

- Recruit, train, encourage, and evaluate staff and volunteers.

- Maintain a strong and healthy volunteer base that supports the mission and daily operational needs of the PowerHouse.

Communication

- Maintain clear and effective written and verbal communication with board members, staff, volunteers, donors, and community partners.

Financial Oversight

- Make day-to-day financial decisions consistent with the budget approved by the Board of Directors.
- Provide regular and timely internal financial statements to the Board of Directors, comparing current performance to budget and prior year benchmarks
- Plan for adequate cash flow to meet operational costs and program needs.

Fundraising and Development

- Lead fundraising efforts in collaboration with the Board of Directors.
- Cultivate and solicit donors.
- Supervise the implementation of fundraising plans and policies approved by the board.

Compliance and Governance

- Ensure compliance with all local, state, and federal legal requirements.
- Ensure compliance with and implementation of Board of Directors policies and by-laws.

Public Relations and Community Engagement

- Lead public relations efforts to ensure the PowerHouse mission, programs, and services are consistently communicated to the community.

Spiritual Leadership

- Model and exercise leadership in accordance with **biblical standards of character, conduct, and stewardship as defined by Scripture.**

Position Actions

- Impose disciplinary actions for employees and volunteers as necessary.

Working Relationships

The Executive Director will maintain close working relationships with:

- Staff, volunteers, and board of directors

The Executive Director will also develop collaborative relationships with:

- Youth organizations, local schools, churches, and community organizations