



Job Title:	Executive Director		
Time Commitment:	40 Hours per Week	Position Type:	Salaried
Job Overview:			
EXECUTIVE DIRECTOR:			
<p>The Executive Director of the Dream Center will provide strategic leadership to the organization on a day-to-day basis and with a vision that fulfills the mission of enhancing clients' quality of life, expanding community awareness of needs, and providing God's loving gifts to all in need.</p>			
Job Description			
ROLE AND RESPONSIBILITIES			
<ul style="list-style-type: none"> • Collaborate with the Board of Directors to identify, create, and implement strategic plans to fulfill the Dream Center Mission • Inform the Board regularly of internal organization matters • Oversee daily operations of DC and ensure operations comply with regulatory and legal requirements • Develop programs and systems to be continually effective, efficient, and relevant to client needs • Lead the organizational culture of Christ-centered compassion, care, and stewardship • Manage Dream Center's budget and ensure that it is financially viable and sustainable for growth • Identify and pursue potential sources of funding, including grants and fundraising opportunities. • Implement a minimum of one capital campaign per year • Develop partnerships with local churches and organizations that will help support the Dream Center's mission and expand community awareness of client needs • Lead the way in recruiting and training paid and volunteer staff 			
TIME COMMITMENT			
<ul style="list-style-type: none"> • 32 - 40 hours per week 			
QUALIFICATIONS AND EDUCATION REQUIREMENTS			
<p>A candidate for this position must have an aptitude for people development and organizational leadership, a vocational and educational resume that supports a proven leadership and business management talent, and a passion for serving people in need.</p>			
SKILLS & ATTRIBUTES:			
<ul style="list-style-type: none"> • Proven people and organizational leadership skills • Excellent communication skills • Reputation of integrity • Visionary thinker • Agrees with the Dream Center mission, values, and statements of belief • Is a committed participant of a local Christian church 			
Supervisor:	Dream Center Board	Date Updated:	08.03.2022