

Middle Way House Launches Search for Executive Director
January 17, 2023
Bloomington, Indiana

The Board of Directors of Middle Way House announces the search for an executive director.

Middle Way House provides empowering services including an emergency shelter; a 24-hour help and crisis line; on-scene advocacy; support services; and transitional and permanent housing solutions to support survivors of domestic violence, sexual assault, and human trafficking. Middle Way House also touches the lives of community members through its education and prevention programs. The agency serves six counties throughout south-central Indiana.

EXECUTIVE DIRECTOR JOB DESCRIPTION

POSITION SUMMARY:

The Executive Director is responsible for the overall administration and leadership of the agency including the development, organization, and implementation of its programs.

The Executive Director position will provide administrative oversight of grant development and compliance with federal, state, and local statutes, ordinances, and regulations, as well as state and internal policies and procedures; fiscal management and fund development; program coordination and services to clients. This position represents the organization in public arenas and promotes the mission of the agency in the community and throughout the state. Further, the Executive Director carries out all duties related to personnel development, recruitment, training and supervision of staff.

ESSENTIAL DUTIES and RESPONSIBILITIES:

- Administer MWH's programs, according to the organization's stated mission, and maintain overall responsibility for all activities.
- Act in the capacity of an advisor to the Board of Directors: keeping them informed of agency operations.
- Assist the Board of Directors in strategic initiatives.
- Assist the Development Director in the expansion of a comprehensive fund development program, including grant writing, donor and membership solicitation, major gift campaigns, grant management activities, and identification of new sources of public and private support. Ensure that all proposals, grant applications, and reports are submitted in a timely manner.
- Work with staff, board and member programs, develop strategies to increase and diversify revenue.
- Prepare MWH's annual budget, manage fiscal functions that ensure an adequate system for proper accounting, write financial reports and monitor the agency's budget.
- Administer MWH's programs and operations within budgetary provisions and limitations.
- Develop and administer sound personnel practices that ensure the personal and professional growth of MWH employees. This shall include recruiting, hiring, training, supervising, evaluating, and terminating staff in order to provide the highest quality of services to clients and the efficient and effective operation of all programs.

- Keep apprised of developments and trends in the agency's operation and be attentive to the changing or growing needs of the community.
- Provide for periodic review, evaluation, modification, and/or closure of the programs to meet community needs, as well as funding source requirements.
- Develop and implement outreach programs, focusing on community education and prevention of domestic violence.
- Develop and coordinate public relations and media efforts that include partnership building and organizational collaboration with other community service providers and governmental partners.

MINIMUM QUALIFICATIONS and EXPERIENCE:

- Two to five years of management experience in a social services non-profit agency, community-based organization or other equivalent setting.
- Bachelor's Degree required. Advanced degree and/or specialized relevant certification preferred.
- Demonstrated skills in budgeting, fiscal management, grant writing, fund raising, donor solicitation and program management and development.
- Strong and effective written and oral communication skills and excellent public-speaking skills.
- Proven dedication to issues of equity and inclusivity in all areas, including racial justice, disability justice, gender inclusivity, intercultural issues and overall non-discrimination.
- Commitment to MWH's core values—mission alignment, accountability, non-violence, equity, compassion, confidentiality and ethics.
- Possess proven leadership, organizational, crisis management and time management skills.
- Knowledge of principles and practices of personnel development including experience supervising paid professional and volunteer staff.
- Demonstrated ability in public speaking and community relations.
- Knowledge of the dynamics and issues related to domestic violence, including its prevention.
- Demonstrated problem-solving skills.
- Experience and knowledge of survivor services and advocacy.
- Flexibility to travel as needed to six-county service region.

EXTENT OF AUTHORITY and REPORTING RELATIONSHIP:

- The Executive Director position is limited to all management and supervisory decisions related to the daily operation of Middle Way House.
- The Executive Director is accountable to the Board of Directors.

SALARY RANGE:

- Commensurate with Experience
- PTO

Note: The successful applicant will be subject to a thorough background investigation. Please send cover letter and resume, including three references, to MWH Board of Directors Search Committee at EDSearchMWH@gmail.com.

Application Deadline – Wed., February 15, 2023, at 5 p.m. EST.