

Job Title: Executive Director

Organization: Encompass Connection Center (ECC)

Location: Springfield, OH

Position Type: Full-Time

About Encompass Connection Center:

ECC is a faith-based, non-profit 501c3 organization registered in Ohio since 2004. In an effort to see family trees and organizational cultures forever changed, ECC inspires and equips relationships to thrive using timeless values and skills. It provides an array of coaching programs and services to couples, families and organizations.

Position Summary:

The Executive Director (ED) plays a pivotal role in the leadership and administration of ECC. Reporting directly to the Board of Directors, the ED is responsible for executing the organization's strategic vision, ensuring efficient day-to-day operations, and fostering a culture aligned with Encompass' mission and core values.

Responsibilities:

1. Strategic Leadership:

- Collaborate with the Board of Directors to develop and execute ECC's strategic plan.
- Provide visionary leadership in alignment with the organization's mission and goals.

2. Governance Collaboration:

- Work closely with the board, providing regular updates and collaborating on strategic decisions.
- Provide regular communication to the Board to support them in roles, including formulating strategy, providing accountability to stakeholders, monitoring performance, and making policy.
- Provide staff support to board committees and initiatives in accordance with the governance model.

3. Operations Management:

- Oversee day-to-day operations, ensuring that all business functions such as accounting, human resources, marketing, IT, and development are being conducted effectively and efficiently.
- Ensure the effective implementation of ECC's programs and services.
- Protect, adequately maintain, and minimize the risk of loss of organizational assets.

4. Relationship Coaching:

- Provide marriage and relationship intakes, education, coaching, and mentoring for couples, families, and organizations.
- Stay informed about industry trends and best practices in relationship coaching.

5. Financial Management:

- Develop and manage the organizational budget in collaboration with the board and finance committee.
- Operate under generally accepted sound fiscal management practices that provide for transparency and accountability.
- Ensure financial sustainability through effective resource allocation and fundraising efforts.

6. Staff Leadership and Development:

- Lead, mentor, and inspire a high-performing team, fostering a positive organizational culture.
- Implement professional development initiatives to enhance staff skills and competencies.

7. External Relations:

- Represent ECC to external stakeholders, including partners, funders, clergy, public officials, business leaders, and the community.
- Build and maintain positive relationships with key stakeholders to advance the organization's mission.

Qualifications:

- Bachelor's degree in pastoral care, psychology, social work, or a relevant field (Master's degree preferred).
- Proven experience in non-profit leadership or executive roles.
- Strong understanding of relationship coaching principles.
- Excellent interpersonal, communication, and collaboration skills.
- Demonstrated ability to build and maintain positive relationships with diverse stakeholders.
- Financial management and fundraising experience.

Compensation:

- Salary commensurate with experience. Full benefit package available.

How to Apply:

Interested candidates should submit a resume, cover letter, and three professional references at <https://www.encompasscc.org/apply.html> by **February 28, 2024**.

Encompass Connection Center is an equal employment opportunity employer. It is the policy of ECC to afford equal employment opportunity to all individuals regardless of race, color, religion, sex, national origin, age, sexual orientation, disability, or disabled veteran, Vietnam era veteran, recently separated veteran, or other eligible veteran status.