BACKGROUND

Family Guidance has been strengthening families and touching at-risk youth with the love and grace of Jesus Christ since 1964. As a Christ-centered organization, Family Guidance is committed to supporting children and restoring families of all cultures in western Pennsylvania by working in concert with local churches and communities to share the love of Jesus Christ through building meaningful relationships with God and others.

Today, Family Guidance is a diverse organization with a programmatic focus that includes:

- One to One – a flagship program of Family Guidance that pairs adult mentors with young people
- Promise Camp – a camping ministry serving at-risk youth during the summer months that was recently upgraded (Phases I & II of III) after a successful capital campaign
- Learning Assistance and Mentoring Partnerships (LAMP) - a collaboration among Pittsburgh Public Schools, Family Guidance and area churches to serve high-risk, gang-prone youth from middle and elementary schools
- TWOgether Pittsburgh – a Federally funded initiative for local churches and other partners who believe in the social, psychological, physical, and spiritual benefits of a healthy marriage

Family Guidance is in need of an Executive Director to provide the day-to-day executive leadership to extend the success of the ministry into its fiftieth year and beyond. This position is available due to the retirement of Bob Jamison, who has led the organization since 1988. The organization is currently financially sound, but needs to build in more sustainability for the future.

Please visit www.familyguidance.net for additional information on this incredible organization.

POSITION OVERVIEW

The Executive Director is the full-time chief executive officer of this ministry that strengthens families and reaches at-risk youth for Christ throughout the Pittsburgh area with an annual budget of approximately $2.5 million (approximately half of the budget is from Family Guidance-funded programs and the balance from TWOgether federally funded programs) and oversight of 20 year-round and 25 seasonal staff. The organization accomplishes its mission with the help of dozens of volunteers and part time and seasonal staff.

We seek a Christ-centered leader with the rare combination of true empathy and compassion for the children and families that we serve, the strategic thinking, innovation and courage required to catalyze the delivery of outstanding program outcomes, the financial savvy to navigate in a challenging economic environment, and the ability to lead an accomplished team of professionals to higher heights.
The Executive Director will be primarily responsible for the following:

**Provide leadership**
- Adhere to the highest standards of integrity and insist on those same standards for all staff and board members, serving as the organization’s spiritual leader.
- Seek the Lord regarding the direction of the ministry, safeguard the organization’s mission, and interpret that mission programmatically for today’s challenges and environment.
- Build principled relationships with Kingdom leaders, business leaders, and community leaders that will help to advance God’s agenda of strengthening families and offering at-risk youth hope and a future through this ministry.

**Support and be responsive to the board**
- Work with the board chairman to prepare the agenda for board meetings.
- Provide regular, periodic reports to board members that enable them to carry out their functions, such as individual program and the treasurer's financial reports.
- Work with the board to develop and execute a regular strategic planning process to provide programmatic and administrative direction for the ministry.
- Suggest to the board various needs for policy decisions and execute their decisions.
- Keep the board informed about critical issues facing the ministry and keep board members in touch with the impact programs are having on children’s and families’ lives.
- Enlist board members’ helps in various initiatives that are essential to the ministry’s functioning, such as fund raising efforts and the building of community relations.
- Work with the board to recruit new and diverse board member candidates.
- Work with the board to establish appropriate committees (finance, personnel, etc.) and facilitate periodic meetings.

**Supervise staff**
- Conduct regular meetings to inspire staff, enlist their input, and coordinate their efforts.
- Equip staff to carry out their responsibilities.
- Ensure that staff has appropriate goals and are given direction to accomplish the ministry’s objectives.
- Carry out performance evaluations at least annually for staff that report directly to the Executive Director.
- Work with the Director of Finance to ensure that appropriate personnel policies are carried out.

**Fund raising**
- Generate the revenue needed to carry out the organization’s mission.
- Work with the Director of Development to develop an annual strategy for fund raising.
- Meet regularly with key donors and generate foundation proposals.
- Work with the Director of Development to plan and carry out fund raising events.
- Ensure that fund raising efforts adhere to the board’s policies and reflect the highest standards of integrity.
- Work with the Director of Development and the Executive Director’s administrative assistant to make sure development records are kept and donors acknowledged appropriately.

**General administration**
- Take responsibility for financial administration, facilitate preparation of annual budget, oversee the Director of Finance in investing funds, paying bills and directing the ministry’s resources.
- Oversee the management of property, including the headquarters, camp, and the ministry’s vehicles and equipment.
- Implement management practices consistent with Evangelical Council for Financial Accountability (ECFA) standards.
PERFORMANCE OBJECTIVES

The Executive Director will work with the board to regularly establish performance objectives. Immediate objectives for the new Executive Director include the following:

1. Working with the Staff and Board to execute the strategic plan, coalescing around the vision, and begin the process of building the organization for the future
2. Maintaining commitment to high quality service, safety and programmatic integrity
3. Developing a plan for further expanding and engaging our support base and increasing contributed revenue
4. Identifying opportunities to leverage programs, and work across program areas to improve outcomes
5. Completing the Phase III construction at Promise Camp

KNOWLEDGE, SKILLS AND COMPETENCIES

The successful Executive Director candidate will be an experienced and tested leader who possesses a combination of the following:

- A practicing and principled Christian who can lead a similar-sized faith-based organization
- At least 5-10 years of experience in a leadership role with an organization(s) of similar size, scope and scale
- Demonstrated ability to provide pastor care and lead spiritual formation in a similar-sized group or organization
- Proven entrepreneurial mindset in leveraging organizational strengths to maximize outcomes
- Service with nonprofit Boards of Directors – preferably several years membership on one or more Boards - and an understanding of shared governance and volunteer leadership
- Demonstrated skill in leading teams and managing the inter-relationships between organizational functions
- Ease relating to all stakeholder groups in a nonprofit setting
- Strong group facilitation ability
- Outstanding written and verbal communication abilities
- Experience in developing and executing strategic plans with nonprofit organizations
- Proficient at receiving & giving constructive feedback
- Facility for timely compliance
- Self-awareness
- Demonstrated passion for the mission of Family Guidance

COMPENSATION

This position offers a competitive package, consistent with leadership opportunities with other nonprofit organizations of similar size, scope and scale.

TO APPLY

The need to fill this position is immediate. Individuals who meet the qualifications and wish to be considered for this opportunity should send an indication of their interest and their credentials to Ken Smith (board member) at ken@kesmith.net.

Family Guidance is an equal opportunity employer.