

EXECUTIVE DIRECTOR OPPORTUNITY



*Ministering to the needs of the community with the love of Jesus
for the purpose of Empowering People Toward Responsible Living.*

Accepting Applications for Executive Director

A great cause, a rewarding career! Be the leader of the most well-known community ministry in Enid, Oklahoma, with a staff of 40 employees and 45 volunteers. Hope Outreach Ministries of Enid has been helping people since 1991. Our Christian ministries consist of parent resources & training; networking community resources for assistance services to help the economically challenged and the homeless, as well as, a small, productive volunteer-supported organic garden.

Responsibilities Include:

Work cohesively with the Board of Directors. Plan, organize and manage all activities in the retail, recycling and warehouse operations. With a compassionate vision, lead the ministries according to the community needs. Develop volunteer leadership, fundraising, programs, public affairs, and communications. Personally recruit, develop, lead and manage staff. Develop major gifts income strategies from the community resources. Grow thrift store income, productivity and profitability through expense reductions and increased revenue. Develop sponsorship for advertising and fundraising activities. Provide organization visibility through public relations and promotional efforts in a friendly and close-knit community.

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Qualifications:

- Integrity and professionalism.
- Experience in developing committed volunteer leadership from the community.
- Management ability in financing, personnel, fundraising and nonprofit administration
- Grant writing experiences, accounting and communication technology are helpful.
- Three years experience in nonprofit management or administration.
- One to two years experience in retail merchandising or management
- Must be knowledgeable on Biblical principals and be able to provide a life example for the Christian ministries.
- Must be able to lead with vision and creativity for the existing ministries
- Ability to identify and respond to community needs with the resources provided for Hope Outreach.

Compensation:

A competitive salary is offered and will be based on experience and qualifications.

NOTE: All candidates are subject to a background check & pre-employment drug testing.

Interested applicants may submit resumes by email, mail or in person to address below or go online to www.hopeoutreach.org.

Accepting resumes until October 9, 2009

Hope Outreach Ministries of Enid

Mailing Address: P.O. Box 1067 • Enid, OK 73702

Physical Address: 215 S. Van Buren • Enid, OK 73703

580.237.4673 • Fax 580.237.7063

www.hopeoutreach.org