



Job Title: Executive Director

Organization: The Shepherd's Center of Kernersville

Location: Kernersville, North Carolina

About Us: The Shepherd's Center of Kernersville is an interfaith ministry of volunteers that champions and sustains adults who are aging or disabled by providing enrichment programs, direct services, and volunteer opportunities. We believe this promotes and supports aging with dignity, respect, purpose, and other essentials of life to make a difference in the lives of our senior population.

Position Overview: We are seeking a dynamic and visionary leader to serve as our Executive Director. The ideal candidate will be responsible for planning, developing, organizing, and administering all business and programs of the organization. The Executive will work under the oversight of the Board of Directors to uphold the mission, purpose, and priorities of the organization and promote sustainability in order bring TSCK into the future.

Key Responsibilities:

- Work with the Board of Directors to fulfill the organization's mission and assure the organization's financial stability.
- Carry out the directives of the Board of Directors.
- Administer long range, annual, seasonal, weekly, and daily plans.
- Write and amend job descriptions for staff and set forth annual staff goals and objectives with scheduled reviews on a bi-annual basis.
- Assist with strategic planning making sure the organization's mission and vision are upheld.
- Oversee the day-to-day operations of TSCK working with the Committees of the Board of Directors
- Prepare annual budgets and present them to the Finance Committee for approval.
- Monitor expenditures to stay within the budget.
- Perform work in person at TSCK office and be able to work flexible hours when needed for board, committee, and community meetings.
- Work jointly with the Fundraising Committee members to establish and follow fundraising objectives for the organization.



- Research, develop, and oversee all aspects of fundraising initiatives with focus on gaining new business and community donor relationships.
- Maintain retention among top 10 donors and foster new donor contributions.
- Work with Board Members and the Giving Committee Members to target larger donors for the Legacy Fund and/or estate planning inclusive of TSCK, utilizing Finance Committee standards.
- Participate in speaking engagements and provide visibility at community functions and events.
- Perform any other related duties as assigned or required by the Board of Directors to ensure the ministry achieves the purposes outlined in TSCK mission statement.

Qualifications:

- Bachelor's Degree in Nonprofit Management, Public Administration, Business or Human Services
- 3-4 Years working with non-profit or aging population preferred
- Proficient with Microsoft Office products including but not limited to Outlook, Word, Excel, and PowerPoint
- Proficient using QuickBooks with demonstrated abilities including but not limited to setting up chart of accounts, GL entries, A/P, A/R, payroll and running reports

How to Apply: Please submit a resume, cover letter, and three professional references to **frobbs18280@gmail.com**. In your cover letter, explain your interest in the position and highlight relevant experiences that demonstrate your suitability for the role.

Benefits:

- Competitive salary commensurate with experience
- Health insurance stipend
- Paid Vacation, Sick Leave and Holidays
- Retirement Savings Plan
- Professional development opportunities
- Meaningful and fulfilling work within a vibrant community

The Shepherd's Center of Kernersville is an equal opportunity employer committed to diversity and inclusion. We encourage individuals from all backgrounds to apply.

Join us in making a difference in the lives of older adults. Become a part of our dedicated team and contribute to a thriving and supportive community.