

# **JFON Seeks Executive Director**

## **Justice for Our Neighbors (JFON) Seeks an Executive Director**

### **Qualifications:**

#### Required

- Bachelor's degree, prefer Master's degree or equivalent experience
- Commitment to JFON's mission and the immigrants it serves
- Demonstrated success in fundraising, including grants, donor cultivation and events
- Demonstrated excellence in written and oral communication
- Experience in personnel management

#### Preferred

- Experience in and commitment to working with volunteers
- Experience in public relations and public policy formation

### **Job Duties and Responsibilities:**

- To work in cooperation with the Board of Directors to implement all Board directives, policies and procedures, including the on-going work of the Executive Committee, Fundraising Committee and Communications Committee, as well as seasonal or ad hoc task forces established by the Board of Directors
- To work in cooperation with the Board of Directors to insure a strategic vision that embodies the agency's mission and to implement that vision through operational plans
  - The Executive Director's evaluation will be based largely upon the Executive Director's effectiveness in advancing organization's strategic plan

- To work with volunteers, board members and staff to insure sufficient financial resources are developed to support the organization's vision, including but not limited to grant writing, donor cultivation, government contracts and community events
- To provide effective leadership and support to all staff, volunteers and JFON programs
- To provide direct supervision of management-level staff to ensure program integrity, including conducting annual evaluations of management-level staff
- To implement policies and procedures to ensure sound fiscal management and reporting in accordance with the organization's fiscal policy, accepted professional accounting procedures and audit standards
- To insure compliance with all local, state and federal laws and regulations
- To represent JFON in the community and to insure a positive public image and community education plan are maintained
- To insure an effective volunteer program is maintained
- To insure all agency resources are used with sound stewardship
- To attend and prepare for board meetings and events
- To travel to and conduct in-person meetings and fully participate in conference calls
- To travel to and attend required national meetings and trainings
- To be available to perform some duties outside of traditional work hours
- To take on such duties as directed by the Board of Directors

**Supervision:** President of the Board of Directors; Evaluated annually by the Board

**Job Classification:** Full-Time, Exempt Employee

**Salary:** \$40,000-60,000 based on proven track record

**2015 Organization Budget:** \$225,000

## Contact Information and Procedure:

No phone calls please. Send cover letter and resume to organization's street address.

2195 Nolensville Road Nashville,TN 37211

Website: <http://www.tnjfon.org>

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