

Candidate Profile – Interim Executive Director

Texas Reach Out Ministries

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Texas Reach Out Ministries (TROM) is a 501c3 nonprofit organization that provides alternative housing, a Christ-focused life, discipleship, and spiritual guidance for men and women released from prison who are returning to the community. With total capacity to house approximately 30 men and 18 women in 8 homes, they enjoy a supportive community, weekly Bible studies, and other forms of reentry support from a team of dedicated staff and volunteers. TROM is governed by a very engaged group of 7 Board members, and the organization is financially supported by a mix of philanthropic revenue, supporting churches and modest fees paid by our residents to offset the cost of their housing.

With the unexpected passing of our founder and Executive Director David Pena in July 2020, the TROM Board of Directors has worked diligently to stabilize operations, ensure residents are taken care of, and engage in a robust leadership transition process. As such, the TROM Board of Directors is seeking to hire an Interim Executive Director to temporarily lead and steward the organization for a likely period of at least 4, and possibly more, months. Note that the Interim Executive Director may or may not be considered as a candidate for any future hiring of a full-time, permanent Executive Director by the board.

The Interim Executive Director position is expected to be a 20-30 hours per week position, eligible for competitive compensation and health benefits.

Below is a description of the **characteristics** and **job responsibilities** that the TROM Board is seeking in an Interim Executive Director.

Characteristics and Ideal Experience

- A demonstrable faith in Jesus Christ and a strong working knowledge of Christian scripture
- Experience leading others in some form of a Christian ministry setting
- A stable, calming leadership style
- Experience working with volunteers, and ideally managing volunteers
- Ideally, experience working with a nonprofit organization and on or with a nonprofit Board of Directors
- Ideally, experience managing at least a small staff
- Impeccable honesty and integrity
- Ideally, experience dealing with formerly incarcerated men and women dealing with addiction issues

Job Responsibilities

The Interim Executive Director position is designed to limit job responsibilities to those that are the most critical to ensuring the ministry continues to operate well, minimizes risk during this transition period, and is ready to be led by a new permanent Executive Director when he or she is selected. Cor job responsibilities will include the following:

Stewardship

- Make decisions, in close coordination with the Board of Directors, in a manner that puts the best interests of the organization first
- Promote the TROM mission and its practices with the general public, donors, volunteers, residents, and others
- Oversee all financial and donor-related process, ensuring that resources are protected and stewarded carefully on behalf of the organization
- Ensure that accounting practices result in accurate and trustworthy financial reports on a monthly basis, and take responsibility to raising any financial concerns immediately with the board
- Ensure compliance with applicable laws and internal policies, recommending changes, as needed, in the areas of human resources, labor law, finance, and accounting. This includes delegation of authority for expenses, levels of insurance coverage, compliance with bank and loan covenants, etc.
- Exercise signatory authority for all contracts and legal documents of the ministry
- Without playing a heavy donor-facing fundraising role (which should be played by other staff and the board during this interim period), ensure that the organization takes advantage of all relevant grant- and donation-seeking opportunities with donors of all types, resulting in sufficient funds continuing to flow to cover all operational expenses

Staff Leadership

- Supervise a staff of 2-3 employees on a day-to-day basis
- Supervision will likely be performed via a mix of remote format (e.g. phone call, video call) and limited, CDC COVID compliant in-person interactions
- Assist in potentially hiring, with Board of Directors' assistance, one or more other open staff positions

Board Coordination

- Remain in regular contact with the Board of Directors, and specifically the Transition Task Force, mostly via email, phone, and video conference
- Raise any urgent issues or concerns, and corresponding recommendations and solutions, in a timely manner with the board
- Be part of planning and participating in regular board meetings
- Provide the board with an assessment of day-to-day operations within several weeks of starting the job, with a goal of assisting the board in its ongoing process of managing the organization's leadership transition

Programmatic Oversight

- Ensure that all TROM programs and services are delivered in an efficient and effective manner
- Provide staff and volunteer guidance on their proper administration of all programs, including resident applications, resident discipleship, Bible studies, resident compliance management and discipline, etc.
- Ensure that all staff are conducting all operational and administrative activities in a manner conducive to efficient and effective administration, including all health-related requirements, home-related upkeep and maintenance, asset and inventory control, etc.
- Ensure that volunteers have what they need to be successful and are supported and appreciated

Spiritual Leadership

- Commit to regular personal spiritual development, including regular church attendance, regular Bible reading, and prayer
- Provide as-needed spiritual guidance and discipleship to the staff, volunteers, and residents

Special Projects and Other Duties

- All staff, including the Interim Executive Director, are expected to have a flexible "can do spirit" to tackle duties that are not part of their formal job description. These may include handling a key part of major ministry-wide initiatives or providing extra leadership on major projects within a functional area.

Interested candidates should email a resume, cover letter, and three reference to Nelson Mann at nmann@wittkiewer.com.