



Position Description: Executive Director

Date: June 7, 2018

Reports to: Marriage Matters Jackson Board of Directors

Supervises: All Marriage Matters Jackson Staff

Position Type: Full Time (FLSA Salary exempt)

Position Summary: The Executive Director is responsible for all aspects of the operation of Marriage Matters Jackson. The Executive Director reports directly to the Board of Directors. The Executive Director has the primary responsibility for public relations work and oversight as the face and voice of Marriage Matters Jackson. The Executive Director is responsible for management of contracted employees and Marriage Matters Jackson staff including staff performance evaluations and development, and day to day oversight. Administrative duties include intellectual asset management, vision for future growth opportunities, and legal and risk management activities. Fiscal responsibilities include long-term sustainability planning and execution, submitting yearly budget and managing all financial aspects of organization.

Primary Roles and Responsibilities:

- **Strategy** – Oversees strategic planning for Marriage Matters Jackson as well as annual strategic plan implementation. Strategic plan reporting to Board includes monthly, high-level overviews.
- **Funding** – Responsible for funding, and long-term sustainability including: identifying, networking and meeting with local business and church decisions-makers to garner funds to support work of Marriage Matters Jackson; cultivates new donors and maintains and grows relations with current donor list; and seeks out and applies for grants.
- **Financial** – Submits budget to Board, manages budget, responsible for payables/receivables, salaries and accurate record keeping. Responsible for corrective action plans for budget shortfall.
- **Public Relations** – Oversight of website and blog content management, message development, graphic design, and promotional pieces. Major public relations tasks include Marriage Matters Jackson spokesperson, preparing and delivering informational and/or educational presentations, community, business relations, and government relations.
- **Advocacy** – Federal, state, and local advocacy opportunities, as well as active participation in local community initiatives.
- **Reporting to Board of Directors** – Reports to Board of Directors at monthly meetings as required by governance policy requirements.

- **Management of Staff and Consultants** – Maintains adequate staffing level, including hiring, corrective action and firing if necessary. Staff management, performance evaluations, staff development and consultant management. Benefits management is handled between Executive Director and Marriage Matters Jackson Board of Directors.
- **Other Responsibilities** – Intellectual asset management, vision for future growth opportunities, legal, and risk management activities.

Essential Requirements:

- Bachelor's degree in Business, Marketing, Family Life Education or related field, 5+ years of experience in marketing and public relations.
- 5+ years of leadership in nonprofit organization.
- Vision and strategy-minded in setting organizational structure.
- Excellent written and verbal communication skills, interpersonal and collaborative giftedness
- Desirable qualifications include knowledge of Marriage Education movement, familiarity with community needs, and/or related advanced degrees or certification.
- Above-average knowledge in technology, including Microsoft Office Suite and advanced knowledge of new media.

Disclaimer – Marriage Matters Jackson Board of Directors reserves the rights to assign other duties at any time.

How to Apply: Those who wish to apply may submit a resume and cover letter by July 7, 2018 to Board Chair, Robert Anderson at bob.servantivity@gmail.com. Your cover letter should clearly communicate how your experience and passion for our mission makes you the best candidate for the position.