



RE:NEW

Creating hope for refugee women

EXECUTIVE DIRECTOR

ABOUT RE:NEW PROJECT: Re:new is a faith-based, Christian, nonprofit organization that serves refugee women resettled in and around DuPage County, Illinois. Re:new was founded in 2009 by a team of Christian women, for whom the mission of creating a space for refugee women to thrive represents a tangible way to serve refugees in response to biblical teachings to show God's love to those in need, such as the widow, sojourner, and oppressed (Leviticus 19:33-34 ESV; Deuteronomy 10:18-19; Zechariah 7:9-10). We are a team of over 40 volunteers and Artisans working together to design, create, and market locally handcrafted products.

MISSION: *Guided by our faith in Jesus Christ, Re:new creates a space for refugee women to thrive.* We achieve this by partnering with local churches, businesses, and individuals who support our statement of faith and biblical values. We offer a range of vocational, religious, charitable, educational, development, and program activities that fulfill our mission of caring well for refugees so they can grow into all God has for them to be and realize their God-given potential.

Position Description: Executive Director

The Executive Director (ED) is responsible for advancing the mission and vision of Re:new Project. The ED is an experienced leader who will provide professional leadership and oversight for the operations of Re:new, including fundraising and development, donor and community relations, fiscal and personnel management, and effective implementation of the strategic plan set by the Board of Directors .

Position Details:

- Hours: 40 hours per week
- Reporting: The Board of Directors
- Compensation: submit salary requirements

Responsibilities:

Fundraising and Development

- In close collaboration with the Board, develop annual development goals and strategies to grow and diversify revenue streams.
- Lead the development and implementation of plans to deepen support from current and new donors to maximize unrestricted and operational funds.
- Represent Re:new with major donors, prospective donors, business and churches, the media and the general public to cultivate relationships and foster giving to Re:new.
- Oversee the process for foundations and grants.

www.renewproject.org

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Fiscal and Personnel Management

- Oversee the development and financial oversight of the annual budget.
- Ensure that all programs and services are executed cost-effectively.
- Oversee the development of a comprehensive marketing plan to reach key audiences (donors, prospective donors, customers).
- Maintain a functional and efficient organization through effective communication and development of the team.
- Acts as a mentor and leader for staff, and help them to grow within their roles. Including developing measurable goals and objectives as part of their annual reviews.

Leadership and Board of Directors

- Maintain an open and honest relationship with the Board, and work collaboratively to implement the organization's strategic direction and policies.
- Update Board members weekly on the operations of Re:new, including challenges within the organization.
- Prepare and distribute materials to be presented at Board Meetings.

Required Skills, Education and Experience:

- Bachelor's Degree required. Masters Degree in nonprofit management, business, social work, or a related field is preferred.
- Previous experience in a senior leadership and/or development role. Demonstrated ability to oversee and collaborate with staff.
- A female, committed Christian who is deeply connected to a Christian community
- Proven ability in fundraising for nonprofit organizations. Ability to interface and engage diverse donor groups.
- Must be able to positively interact with the Re:new community and the community at large to create new relationships that are healthy and positive for the future of the organization; leadership skills in conflict resolution.
- Proven budget management skills, including budget preparation, analysis, decision-making and reporting.
- Transparent and high integrity leadership.
- Excellent communication and networking skills, and perfect command of written and spoken English. Strong public speaking skills.
- Cross-cultural experience a plus
- Accept Re:new's Statement of Faith and Christian Conduct Policy.

Please submit cover letter, resume, references and salary requirements to info@renewproject.org