



Executive Director

Organization Type: Christ-Centered Non-Profit

Regular Schedule: Full-time, Monday to Friday. On-call as needed.

Job Summary

The Executive Director serves as the chief steward of Wings of Refuge's mission, overseeing strategic and operational functions with prayerful intentionality. This role ensures the ministry's financial, administrative, and programmatic health while nurturing a culture of healing, excellence, and Christ-centered care. Reporting directly to the board, the Executive Director provides regular updates on ministry progress, strategic goals, and operational concerns.

Job Responsibilities

Leadership

- Foster a spiritually rich environment through prayer, Scripture, and intentional rhythms of rest and renewal.
- Maintain the culture of the ministry as described in our culture statements.
- Provide leadership, coaching, and guidance to staff in a way that inspires the team, encourages collaboration and vulnerability, and supports participants in their healing journey.
- Partner with the leadership team to ensure the program guidelines apply best practices and are feasible, sustainable, and scalable to the evolution of the ministry.
- Regularly co-lead monthly all-staff meetings and meet with direct reports to coach, guide, and mentor to ensure they are fully equipped to perform their job.
- Maintain the culture of the ministry as described in our culture statements.

Development, Fundraising and Marketing

- Oversee all development, fundraising, and marketing activities to ensure they are in alignment with strategic goals, promote a positive image of the ministry in the community, and keep the financial goals on track.
- Meet with community-based organizations to share the mission, collaborate services, and solicit support. Create partnerships that will support the ministry.
- Assist with grant information and application process.
- Speak on behalf of the ministry at events.
- Oversee the development and creation of all marketing material including the website, newsletter, annual report, and event communications. May provide content and write articles to be included.

Financial Management

- Work in collaboration with the Finance Director to develop the ministry budget.
- Analyze monthly/quarterly financial reports and budget
- Manage the organization's resources within budget guidelines.
- Sign checks as needed

Operations

- Work in collaboration with the Finance Director to manage and implement human resource functions including talent acquisition, onboarding, training and development, performance management, benefits administration, and payroll.
- Provide oversight to the management of properties including security and regular maintenance of buildings and grounds. May assist with developing and/or maintaining relationships with outside vendors and maintenance volunteers to ensure building and grounds are kept.
- Ensure emergency and safety procedures are upheld at all properties.

Board Communication

- Keep the board updated on general ministry health and all significant business matters as needed and provide adequate information for purposes of establishing policies and making sound decisions in the best interest of the ministry and in alignment with its mission.
- Attend and take part in discussions at all board meetings and relevant board committee meetings
- Work with the board president to prepare the agenda for regular board meetings and be available for administrative assistance to members of all board committees.
- Initiate and direct the development of policies for board approval.
- Supervise the implementation of all board policies.
- Partner with the board in the development of Wings Strategic Plan including one-year goals that will help the ministry meet and stay on track with the strategic plan goals.
- Evaluate programs and policies for effectiveness and communicate findings to the board.

Spiritual Responsibilities

- Provide spiritual oversight and guidance to the organization and staff, modeling Christ-like leadership and cultivating rhythms of prayer, rest, and renewal. Encourage spiritual growth through Scripture, mentorship, and intentional reflection.

Education and Experience

- Preference will be given to individuals with a bachelor's degree in social work, counseling or related field.
- 5 - 7 years of relevant experience required, preferably in a non-profit or similar organization.
- At least 5 years of relevant leadership experience is required.
- Experience in residential group homes and/or commitment to non-profit organizations is highly desirable.
- Experience and the ability to work well with diverse groups such as donors, volunteers, board, staff and participants.

Knowledge, Skills, and Abilities

- Extensive knowledge and understanding of trauma-informed care and how trauma impacts healing.
- Strong leadership and the demonstrated ability to coach, guide, and mentor others is required.
- Persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.
- Possesses exceptional administrative, organization, and time-management skills.
- Display strength-based tendencies
- Possess crisis management skills
- Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives, and manage a budget.
- Action-oriented, adaptable, and innovative approach to business planning.

Additional Job Requirements

- Agree with the Wings of Refuge Statement of Faith
- Understand and demonstrate a willingness to engage in the Guiding Principles of the program
- Maintain an active, growing relationship with the Lord
- Participate in all required training and show competency in skill areas of training content.
- Willingness to pursue and participate in continuing education to stay up to date on best practices and regulatory compliance requirements.
- No previous or present actions, shown by credible evidence (e.g., a court or jury, a department investigation, or other reliable evidence) that have abused, neglected, sexually exploited, or deprived a child or adult or to have subjected any person to serious injury as a result of intentional or grossly serious injury as a result of intentional or grossly negligent misconduct as evidenced by an oral or written statement to this effect obtained at the time of application and evidence of having made efforts to obtain and evaluate references from previous employers
- Complete a satisfactory preliminary criminal history background check and a satisfactory fingerprint records check.
- Be 21 years of age or older.
- Pass a motor vehicle record check