

EXECUTIVE DIRECTOR

Job Description

Christian Women's Job Corps of McLennan County is a not-for-profit organization located in Waco, Texas in the heart of Central Texas. Christian Women's Job Corps of McLennan County fosters spiritual, personal, and professional growth empowering women to transform their lives, their families, and their community. "CWJC Waco" has served the community with care since 2003 through programs dedicated to empowering women.

CWJC Waco is looking for an Executive Director to continue to develop and expand CWJC's impact in McLennan County through relationship building and strategic development. This person will lead the organization and staff team towards current and future goals as they build on the legacy of intentional work in the community. In addition to maintaining the current trajectory of growth and impact in the community, some of these goals will include pursuing diverse funding opportunities and exploring scaling opportunities for this growing organization. Learn more about CWJC's work [here](#).

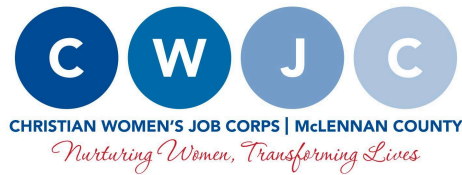
Education and Experience Requirements

A bachelor's degree is required for applicants to this position. A strong preference towards relative work experience in sectors such as: nonprofit leadership, education leadership, grant management, ministerial leadership, or social work will be considered. An active Christian faith is a requirement for this position.

As this position requires networking in the Waco area, there is a strong preference for candidates from the Central Texas area.

Desired Skills

- Public Speaking and Networking
- Relationship Management and Relationship Building
- Effective Communication and Interpersonal Skills
- Organizational Leadership
- Strategic Implementation
- Grant Writing and Grant Management
- Fiscal Leadership and Strategic Funding Management
- Market and Brand Management



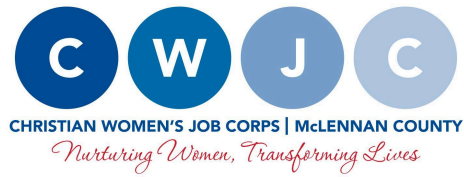
Job Expectations

- Provide general leadership and direct services in all aspects of the organization
- Work with the staff and Board of Directors to determine policies and procedures for daily business and fiscal operations
- Participate in strategic planning sessions and be able to work with the Board of Directors in casting the vision for CWJC as changes are needed
- Recruit, train, supervise, and evaluate staff members
- Initiate systematic review and update of all needs of the business, programs, and leadership of the organization
- Mentor oversight of programs, conduct evaluations as needed, advocate for systematic review and change.
- Network and work with existing agencies to access available resources for women
- Create a favorable image in the community through public relations, marketing, correspondence, and community networking
- Develop initiatives, including but not limited to grant writing, fundraising, and public relations
- Oversee annual fundraising events and initiatives
- Develop and implement an overall financial plan for the organization, including resource development and preparation of budget
- Oversee financial operations: income, expenditures, accounting procedures, and grant commitments alongside Board Treasurer and Staff Bookkeeper
- Maintain effective donor and community relationships
- Serve as public liaison for all initiatives and needs of the organization and serve as advocate for community need
- Navigate and utilize technology systems such as database, CRM, Quickbooks, presentation software, Google drive, and basic graphic design
- Report to the Board of Directors monthly
- Perform other responsibilities as determined by the Board of Directors
- Help ensure that CWJC meets certification requirements and maintains relationship with parent organization
- Perform as a team with Executive Director, staff, and Board of Directors
- Participate, model, and value: faith care, self-care, boundaries, personal development, and continuing education

Compensation and Benefits

Annual Compensation Range: \$55,000-\$65,000

Generous PTO and Leave for wellness. Medical and retirement benefits may be developed at the discretion of the Board of Directors upon hire and budgetary availability.



Explore more about the [Waco](#) community to learn about the benefits of serving and working here.

Affiliations and Disclaimer

Christian Women's Job Corps of McLennan County is a private not-for-profit organization affiliated with the [Women's Missionary Union](#). Christian Women's Job Corps of McLennan County is committed to compliance with all applicable anti-discrimination laws, including those regarding age, race, color, sex, national origin, military service, genetic information, and disability. As a religious affiliated organization (501c3), Christian Women's Job Corps of McLennan County is lawfully permitted to consider an applicant's religion as a selection criterion.