

Treefort is a non-profit organization whose mission is to re-create a healthy family environment for boys whose lives are in crisis. We take a wholistic approach to caring for these boys by providing them with a safe and structured home, helping them get back on track academically, emotionally and socially and guiding them spiritually. We are a young, growing organization that has been operational since January of 2017. Find out more about our organization at www.treefortindiana.com.

We are looking for an Executive Director to help our organization continue to move forward.

JOB GOAL

1. To direct all business functions of Treefort under the guidance of the Board of Directors in relation to fundraising, planning, motivation, training, organization and to oversee Treefort's program and staff.
2. To provide a loving, Christian environment that facilitates the boys' physical, emotional, spiritual, social and educational growth and development.

QUALIFICATIONS

1. Bachelor's Degree or equivalent experience in a related field (either professionally or non-professionally)
2. Experience in fundraising, development and leadership
3. Excellent interpersonal skills
4. Excellent computer, writing and organizational skills
5. Ability to exercise sound judgment, recognize the importance of confidentiality, and respect privacy concerns.
6. Possess strong decision-making skills
7. Operates with a high level of personal and professional integrity and recognizes the importance of confidentiality and privacy concerns.
8. Be a self-starter and goal driven to initiate donor visits and fundraising calls
9. Possess the skills to work with and motivate other people (staff, volunteers, donors, etc)

ACCOUNTABILITY

The Treefort director is accountable to the Board of Directors

WORK CONDITIONS

- Must be able to work remotely or from a home office
- Office hours are Monday-Friday, 10:00am-2:00pm
- Must have some availability during non-office hours for community relations, fundraising, emergencies and other necessary commitments.
- A normal work week consists of 40 hours/wk. Interested persons looking for a part-time position are encouraged to apply.

COMPENSATION

For full-time employment:

- Compensation will be salaried depending upon experience (minimum starting salary will be \$40,000).
- Paid time off includes 15 days around the six major holidays that the office is closed and an additional 20 days/yr of flex time.
- We currently do not offer a group insurance plan, but will reimburse up to \$100/mo for insurance.
- Up to 3% of salary match for a retirement account

SUPERVISION

The Treefort director supervises Treefort Parents and other staff and volunteers.

FUNDRAISING AND DEVELOPMENT:

- Cultivate existing relationships with individual donors, corporations, foundations, churches, schools and other strategic partners
- Develop new strategic partnerships with other local organizations
- Write and submit innovative and compelling proposals and grant reports.
- Create and implement a strategy to increase individual giving and funding base
- Oversee donor database
- Maintain a positive and effective social media presence
- Responsible for developing and promoting Treefort's image by making public appearances and accepting speaking engagements to share information about Treefort with the community.
- Responsible for overseeing all aspects of Treefort's major fundraising events

ORGANIZATIONAL LEADERSHIP:

- Oversee tracking of children's progress
- Be responsible for the recruitment, hiring and firing of all staff
- Work with the board of directors to develop and implement a 3-5 year strategic plan for Treefort
- Responsible for Treefort's facilities and operations
- Routine communication with and reporting to the Board of Directors
- Responsible for the fiscal management of Treefort
- Have an understanding of Quickbooks financial statements (or a willingness to learn)

TREEFORT HOME OVERSIGHT:

- Supervise, train and care for Treefort Parents
- Coordinate, supervise, train and care for volunteers
- Oversee the admission and release of all children at Treefort in conjunction with the Treefort Admission Team
- Communicate effectively with parents and boys in crisis
- Handle emergency situations that arise at the Treefort homes
- Babysit a minimum of one evening/month and one weekend/year at the Treefort home

Other duties as assigned