



Cornerstone Youth Center Executive Director Position Posting

The Southeast Youth Council, Inc. d.b.a. Cornerstone Youth Center is seeking to interview candidates for the position of Executive Director.

Posted: January 29, 2016

Position: Executive Director

Salary: Commensurate with experience

Website: <http://www.cornerstoneyc.org>

Report to: Board of Directors

Location: Monroeville, IN

Application Deadline: Open until filled

Position Summary: Incumbent provides fund development, visionary leadership, direction, and communication to achieve Cornerstone Youth Center's (CYC) vision and maximize CYC's mission performance and impact

Expected Results: The successful fulfillment of the role should result in:

1. Fund development to ensure a balanced budget,
2. Increase in CYC's organizational capacity through administration of CYC programs and the development and supervision of staff and volunteers,
3. Foster adaptive and collaborative relationships with community partners,
4. Ensure financial sustainability, and
5. Maintain and grow the governance capabilities of the Board of Directors

Job Qualifications:

1. Bachelor's Degree,
2. 3-5 years of leadership and management experience in human services, youth development or related fields,
3. 3-5 years of measurable results in recruiting, developing, and supervising staff and/or a core of volunteers,
4. Demonstrated track record of building an organization and/or increasing an organization's capacity and growth,
5. Pass all background checks,
6. Ability in public relations and fundraising.

Primary Functions: Leadership and administrative responsibility for achieving CYC's mission and vision, and assuring CYC's efficient and effective operation in the following ways:

1. Public Relations / Communications
2. Planning and Operations / Program Development
3. Human Resources / Staff and Volunteer Development

4. Finances / Fiscal Oversight / Grant and Contract Management
5. Fundraising / Donor Development
6. Board Development / Relations / Governance

Personal Qualifications, Characteristics, and Competencies:

1. Fully embrace CYC's mission and vision,
2. Possess a strong public presence to represent CYC's vision in a compelling way,
3. Possess people development skills, and relational qualities, that empower others to reach their full potential,
4. Utilize analytical and strategic thinking skills and be aware of organizational change dynamics and systems analysis,
5. Be a team player and a team builder and use effective listening, assessing, coaching, and problem solving skills,
6. Be Innovative, adaptable, energetic, and self-directed; be well organized and able to select priorities and handle multiple tasks, while staying focused,
7. Have the experience and sensitivity to work well with diverse people groups, cultures, and world views,
8. Implement healthy practices of conflict resolution

Send Cover Letter and Resume to:

Search and Transition Committee
Cornerstone Youth Center
P.O. Box 236
19819 Monroeville Rd.
Monroeville, IN 46773

All applicants and their names, cover letters and resumes will remain confidential with the search and transition committee of the Cornerstone Youth Center. Final candidates will be presented to the board of directors.