

TURNING POINT MINISTRIES EXECUTIVE DIRECTOR (Part-Time: 25 hours per week)

DESCRIPTION

Turning Point Ministries, Inc., is a faith-based ministry providing quality, affordable housing for qualified individuals or families in Edmond, Oklahoma. We spread the love of Jesus Christ one home at a time. Our purpose is to develop meaningful, long-term relationships with our clients, develop new neighborhoods and provide homeownership opportunities for low- to moderate-income clients. Through our relationship with low- to moderate-income individuals and families who are unable to secure homeownership without help, we provide a stepping-stone toward sufficiency over dependency - "A hand up to homeownership." The Executive Director is a strong and visionary leader who works in partnership with the Board of Directors to develop goals and execute strategies that support Turning Point's mission.

REQUIREMENTS

- Builds a spirit of teamwork, engaging Turning Point staff, Board, homeowners, donors, and volunteers to achieve organizational goals.
- Serves as the face of Turning Point throughout the community. Works with local governments, professional organizations, economic development groups, and other nonprofit organizations to coordinate Turning Point's activities.
- Cultivates and recruits a strong, diverse, inclusive, and highly engaged Board of Directors.
- Upholds organizational values; cultivates an environment of ethics, respect, and integrity.
- Develops and implements a successful strategy for fundraising, including grants, donations, and events.
- Promotes the mission of Turning Point by encouraging participation by donors, both individual and institutional.
- Oversees branding and marketing strategies. Utilizes traditional and digital marketing and communications to support Turning Point's message and brand.
- Alongside the Board of Directors, develop and implement financial and operational priorities.
- Ensures that programs and services continue to be maintained at the highest level.
- Maintains a positive working environment that motivates and encourages staff to fully support the mission of the organization.
- Oversees day to day operations of Turning Point, including, but not limited to, finances, human resources, technology support, client relations, and insurance. Addresses miscellaneous issues as needed.
- Exercises discretion with highly sensitive and confidential information.
- Works closely with the Construction Superintendent on all projects. Ensures that projects are completed on time and within budget, utilizing volunteer labor and

- donated materials as much as possible.
- Serves as a member of Turning Point committees and works with Committee Coordinators to stay abreast of and ensure completion of activities.

QUALIFICATIONS

- Excellent verbal and written communication skills
- Prior fund-raising experience, including grant-writing
- Prior not-for-profit experience preferred
- Ability to multitask
- Strong analytic, organizational, and problem-solving skills; detail-oriented
- Proficiency in desktop publishing, word processing, email, and social media
- Demonstrated leadership, management, and negotiating skills
- Handles conflicts well
- Proven ability to build relationships and make personal connections with individuals from all walks of life
- Ability to supervise volunteers on an occasional weekday, weekend, or evening workday
- College degree preferred