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**Executive Director: Position Description**

**About The Make-A-Day Foundation**

The Make-A-Day Foundation is a 501c3 non-profit organization providing outreach to Columbus’s homeless population. For more than 8 years, Make-A-Day has served the homeless community with an intentional human centered approach. We aim to recognize our marginalized community members and serve them with depth and an emphasis on love and kindness. Make A Day operates full time with support and social services but are most known for our signature pop-up events. Each event we host provides guests with free clothing, personal care items, a complimentary meal, and of course our famous haircuts, shampoos, and shaves from some of the city’s best local cosmetologists. To assist our guests with ongoing challenges after events, Make A Day closely partners with health, behavioral health, community, and social service agencies. These partnerships allow Make- A-Day’s homeless guests to access “on-the-spot” presumptive Medicaid health insurance coverage, on-sight medical, behavioral health, dental and vision, housing, vocational, and human services. Make-A-Day has also established an ongoing partnership with Franklin County’s Office of Justice Policy Programs to offer our guests access to on-sight expungement, warrant removal, peer support services, and other smart justice resources and programs. Our organization has a service shuttle, food truck and 8-member full-time staff serving our community 5 days a week, with dozens of volunteers.

**Our mission:** Empowering the impoverished through inclusive community events, acts of kindness, outreach, advocacy, and educational awareness. We aim to rekindle that beautiful person-to-person connection with strangers in our community and let love spread like wildfire. Join us with your time, your talents, and your love to Make-A-Day together!

**About the Position: Executive Director**

The Make-A-Day Board Members hire an Executive Director to carry forth the direction, strategic plan, and general activities for the organization’s Board. Our organization operates using EOS (Entrepreneurial Operating System) where the board acts as the Visionary and the ED as the Implementer. You'll find that our Board-ED relationship is unique because we were founded by 3 cousins, entrepreneurs who collectively decided to give back. The Board has since expanded to include non-family members, but the Board remains very hands-on in the activities of the organization, while the Executive Director is professionally equipped to represent the wishes of the Board in all of their interactions, events, and activities – ever representing the Make-A-Day mission of “Empowering the Impoverished through Inclusive, Community Events, Acts of Kindness, Outreach, Advocacy, and Educational Awareness,” personally and professionally. This relationship is very collaborative, positive, and rewarding, with the vision and direction being provided by the board, and to be implemented by the Executive Director and their staff. The Executive Director is a member of the Executive Committee, and an Ex-Officio, Non-Voting Member of the Board of Directors. The Executive Director’s role carries forth the wishes of the Board in the day-to-day management of the organization. You will manage our staff team (have up to eight reports) with clarity and compassion, have strong communication skills, fundraising experience, and be able to manage large events as well, including our Make-A-Day Annual Golf Outing and 5K, which are largely implemented by volunteers.

**Make-A-Day's Core Values**: Human-Centered, Reliability, Relationship-Focused, Action Oriented, Creativity, Empowerment.

The Executive Director shall be evaluated continually by the Board, and particularly at the annual review, based upon the following criteria:

· Ability to operate and maintain the organization’s Core Values.

· Ability to successfully carry forth the mission of Make-A-Day in all activities.

· Ability to raise sufficient funding to build the organization beyond that which special events and Board Member commitments may entail.

· Ability to hire a staff, at the Board’s approval, that will assist the Executive Director in carrying forth the mission of the organization.

· Ability to maintain a strong working relationship with the Board and represent the Board to the staff.

· Ability to grow the number of impoverished neighbors served by the programs of the Board on an annual basis.

· Ability to, personally or via staff, provide monthly updates to the Board regarding the activities of the organization, and to be continually reasonably available to answer the Board’s questions, and accept their guiding direction.

· Ability to think creatively about ways that Make-A-Day can create new or expand existing partnerships or programming, and to present all such ideas or suggestions to the Board for consideration.

· Ability to further develop relationships with community, public and private partners who may be able to enhance and support the Board’s programming and budget.

· Ability to develop and meet annual, quarterly, and monthly benchmarks set forth by the Board, at their discretion, to ensure that the Board’s programming and VTO (Vision Traction Organizer) goals are being implemented.

· Ability to communicate the organizations goals clearly to staff and help staff set their own quarterly goals (Rocks) effectively and hold them accountable.

· Ability to set and follow an annual budget. This includes book keeping, quarterly budget updates for the Board.

· Ability to accurately fill out and complete the annual 990 tax document.

· Ability to understand and support the laws and requirements of a nonprofit, 501(c)3 organization.

While non profit experience is preferred it is not necessary. We are looking for a strong leader of people with a commitment to serving others to carry out our mission. The support and structure are already in place to continue non-profit operations and excellence for the right leader. We look forward to working together to make our community shine brighter with the love and kindness our incredible team delivers on a daily basis. We hope your day is memorable!

**Education and Experience**

• Bachelor's degree \*Preferred Social Work, Public Administration, Non-Profit Leadership/Management

• Preferred +5 Years of Experience working in Social Services

• Experience managing highly effective teams of 10+

• Experience creating and adhering to annual budgets along with financial reporting and bookkeeping.

• Demonstrated ability to raise significant funding

• Preferred Public Policy expertise, particularly in the areas of human services, Medicaid, health, criminal justice, mental health & substance use service delivery

• Demonstrated ability to plan and manage complex events, rigorous event follow-up, and partnership coordination.

**Physical Requirements**

Must be able to withstand weather conditions and assist with loading and unloading mobile outreach unit and pop-up outreach and pop-up event equipment and supplies. Gathers best practices, and the needs of guests.

• Debriefs following each event to discuss and implement improvements.

• Responsible for all aspects of event planning: check-in, referral tracking, health and human service, and criminal justice partnership coordination & follow-up. '

**Compensation:** Salary Range – $65,000 to $75,000, commensurate with level of experience.

**Benefits** - Health Benefits, and paid sick leave, vacation, and holidays.

**To apply**: Email cover letter and resume to [david@bargerpv.com](mailto:david@bargerpv.com), or submit both components here.

Title the email subject line: “ED[your name]”

* The Make-A-Day Foundation is an equal opportunity employer. Federal and State laws prohibit employment discrimination against applicants for employment and employees based on race, color, religion, sex, sexual preference, gender identity, pregnancy, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, military status, marital status, religion, or any other characteristic protected by federal or state law or local ordinance.