



Founded in 1974

Executive Director CROSS Outreach

Our Mission

To provide financial assistance and other basic survival needs to people in crisis in central Iowa; to advocate for changing social, economic and political systems which perpetuate poverty and oppression; to create a vision of justice and provide educational opportunities to churches, organizations and the community concerning the plight of the poor.

CROSS Outreach is hiring an Executive Director. The Executive Director reports to the Board of Directors and is responsible for the organization's consistent achievement of its mission and financial objectives.

Hours: Full time, exempt
Reports to: Board of Directors
Location: Des Moines, Iowa

Job Responsibilities

Leadership and Management

Implementing and administering policies, procedures, and strategic planning for all functions and operations of CROSS Outreach in collaboration with the Board of Directors.

Developing and monitoring an annual budget, and effectively deploying available resources to permit CROSS Outreach to carry out its work.

Supervising and collaborating with CROSS Outreach volunteers and staff, as appropriate.

Client Contact

Assisting clients in homelessness prevention methods and with basic needs.

Providing direct assistance to clients through internet and phone communications; providing resource navigation and assistance; identifying and resolving client basic needs.

Documenting client contact and correspondence with landlords, utility companies and others.

Fundraising and Communications

Cultivating relationships which foster new financial donors and connect with current contributors.

Serving as CROSS Outreach's primary spokesperson while representing the programs and mission of CROSS Outreach to clients, agencies, organizations, media and the general public.

Responsible for taking charge of fundraising events, grant writing, annual reports, mailings and multiplatform communications.

Marketing and Promotion

Increasing the overall visibility of the organization throughout central Iowa.

Strengthening and expanding relationships with existing donors and organizations throughout Polk County and central Iowa, and cultivating those relationships to fulfill CROSS Outreach's mission.

Developing, maintaining and overseeing all marketing and communications efforts, including social media and community outreach

Professional Qualifications

Bachelor's degree or related field experience.

Demonstrated financial management skills, including budget preparation, analysis, decision-making and reporting.

Strong organizational skills including planning, delegating, program development, and performance monitoring.

Cultural sensitivity.

Strong written and oral interpersonal communications skills.

Ability to establish collaborative relationships with community groups, clients and volunteers.

Knowledge of fundraising strategies and donor relations unique to non-profit sector.

Effective public speaking skills.

To apply, please send cover letter and resume to **crossoutreachapply@gmail.com**

If you have questions, please contact us at:

crossoutreachapply@gmail.com

For further information about CROSS Outreach please visit www.crossoutreachdm.org