

JOB OVERVIEW

The Executive Director holds primary responsibility for leading Omaha's premier source of Christ-centered alternative education at the Omaha Street School; an accredited school that recognizes the holistic needs of at-risk youth by targeting academic, spiritual, vocational, social and physical transformation.

EXECUTIVE CHARACTERISTICS

- Visionary
- Strong Leader
- Effective Public Speaker
- Manager
- Spiritual Leader
- Team Builder
- Strategic Thinker
- Financially Prudent
- Fund Developer
- Results-Oriented
- Mentor / Counselor
- Innovative

PRIMARY RESPONSIBILITIES

- (a) Visionary leadership that not only supports existing educational programs but also pursues innovative approaches to fulfillment of strategic initiatives that expand the supports for existing students and OSS alumna
- (b) Spiritual leadership that enhances a family-like culture and climate designed to teach and model the characteristics of Christ.
- (c) Fund development leadership designed to strengthen and grow sources of financial support of the Omaha Street School.

SPECIFIC RESPONSIBILITIES**Leadership**

- Provides key leadership in establishing the vision and mission of the school
- Works with the board of directors to formulate an appropriate strategic plan to support school goals.
- Clearly communicates, and is passionate about, the vision, mission and purpose of the school.
- Oversees development, marketing, promotion, delivery and quality of programs, products and services at the Omaha Street School.
- Advocates and promotes organization and stakeholder change related to organization mission.
- Cultivates a Christ-centered organizational culture that permeates throughout the students, staff, volunteers, board, donors and community.

Development and Public Relations

- Fosters a climate of positive school-community relations, provides in-depth information to the community about the school's program(s), and involves the community and its resources in the holistic ministry of the Omaha Street School.
- Assures the organization and its mission, programs, products and services are consistently presented as a strong, positive image to relevant stakeholders.
- Develops and executes a development plan and is responsible for the management of relationships with individual, corporate, church and foundation constituency groups.
- Provides key leadership in all fundraising planning and implementation, including researching funding sources, establishing strategies to approach funders, identifying and approving grant submissions and drafting proposals and administrating fundraising records and documentation.

Staff Management & Board Relations

- Directs the day-to-day operations of the Omaha Street School in such a way as to fulfill the mission and objectives of the school.
- Develops an operational plan that incorporates goals, objectives and budgets that work toward the Board-set strategic direction of the organization
- Supports operations and administration of the Board of Directors, by advising and informing Board members, creating opportunities for collaborative work between the Board and the staff, and supporting the Board's strategy for the organization.
- Oversees the hiring, training and management of all personnel.
- Effectively manages the human resources of the organization according to authorized personnel policies and procedures that fully conform to current laws and regulations.

Financial, Tax, Risk and Facilities Management

- Recommends yearly budget for Board approval and prudently manages organization's resources within those budget guidelines according to current laws and regulations.
- Develops strategies for long-term sustainability by identifying and mitigating risks, sustaining growth at a reasonable, steady rate and performing long-term facility planning.
- Proactively identifies the needs of the school and develops strategies to fill those gaps.

QUALIFICATIONS

- A Bachelor's or graduate degree, preferably in a field related to the mission or ministry of the Omaha Street School.
- Demonstrated success in fund-raising and public relations.
- A commitment to Christ-centered, educational ministry for at-risk youth.
- Leadership experience.
- Exceptional communication skills.

JOB STRUCTURE

Reports to: Board of Directors
Direct Reports: Director of Education, Director of Development
Salary Range: \$60,000 - \$75,000
Tentative Start: June 1, 2016

APPLICATION PROCESS

Applicants should submit 1) a cover letter describing interest in the position, 2) a resume, and 3) the names and contact information of three references to Dr. Keith Allen, President of the Board, Omaha Street School, at kdallen@unmc.edu. Review of applications will be a rolling process and will continue until the position is filled.