



## UrbanPromise Wilmington Executive Director Job Description

**Are you called to live out your faith in Christ to bear fruit in an urban setting? Are you passionate about reaching children, raising leaders and restoring community for Christ?**

**UrbanPromise Wilmington is searching for its next Executive Director. Now in its 24th year, UrbanPromise strives to be a community in Christ seeking transformation in Wilmington, Delaware by equipping urban youth through Christ with the skills necessary for academic success, life management, personal growth and servant leadership.**

**Job title:** Executive Director

**Reports to:** Board of Directors

**Location:** In-person role in the city of Wilmington, Delaware

### **Job purpose:**

The Executive Director (ED) is responsible for the spiritual formation of UrbanPromise Wilmington (UPW); shepherding the vision and mission and bringing it to life through our ministries of Pre-K through 12th grade schools, after school programs, youth leadership programs, summer camps and sports camps. The ED **demonstrates servant leadership and fosters Community in Christ for all involved: urban youth, families, staff and volunteers** and provides Christ centered leadership to all he or she encounters. The ED has oversight of a staff of 40 and all operations, including administration, finance, development, community relations, human resources and technology.

**Vision:** The vision of UrbanPromise is to be a community in Christ of servant leadership and transformation, seeking a full life for all involved: urban youth, families, staff and volunteers in the neighborhoods of our city.

**Mission:** The mission of UrbanPromise is to equip urban youth through Christ with the skills necessary for academic success, life management, personal growth and servant leadership.

### **Qualifications**

- Passionate follower of Jesus who has demonstrated ability to shepherd staff, youth and volunteers within a Christ-following community
- Demonstrates humility through servant leadership in his or her life
- Heart for serving families and children in Wilmington, Delaware
- Bachelor's degree in a related field
- 10+ years' experience leading a growing, Christ-centered organization
- Proficient in donor relations and fundraising
- Compelling/passionate communicator, both written and verbal
- Strong organizational skills
- Understands and comfortable in budgeting and finance
- Networks well with community, church and other organizations throughout the City/State



### **Duties and responsibilities:**

#### **Demonstrate servant leadership and foster Community in Christ for all involved: urban youth, families, staff and volunteers**

- Discern and communicate how the UPW mission can be applied now and in the future to expand our impact
- Direct communication on a regular basis with partners
- Continually seek ways to integrate the Board, staff, volunteers, businesses, church partners and yourself into transformational community in Christ at UrbanPromise

#### **Lead, nurture and develop staff**

- Shepherd the staff, pointing them to Christ and genuinely caring for each staff member holistically. Lead by example and demonstrate personal accountability in personal and corporate spiritual practices (prayer, discipleship, bible study)
- Ensure that policies, compensation, benefits and recognition support the vision and encourage the community in Christ
- Effectively supervise direct reports: including role clarity, clear performance expectations and development plans

#### **Engage both the community who knows UPW and the broader community at large to expand our vision as a transformational Community in Christ and provide funding to support the Mission**

- Work with the board to create, implement and evaluate a strategic development plan with the necessary budget and resources (to include grant requests, individual asks, church relations, staff support, corporate donations, fundraising events, etc.)
- Manage the list of critical donors and grants for UPW and develop approach for personal contact on at least annual basis
- Engage with the community through presentations, one-on-one meetings and leading tours of UrbanPromise with the intent to recruit volunteers and supporters

#### **Assure budget is efficient and assets well managed (currently \$2.5M annual budget)**

- Ensure resources for UPW including budgeting, payment of expenses, control processes, necessary audits, payroll and monthly analysis for the Board
- Develop and monitor annual budget in alignment with the annual operations plan
- Develop budget process by program and monitor expenses for each program, working with the finance committee to ensure accurate and lawful accounting practices
- Ensure stewardship of physical asset portfolio, including two schools, staff housing, vehicle fleet, etc.

#### **Engage UPW Board of Directors**

- Work with the Board to recruit, train and engage Board members
- Keep Board members vitally connected to the vision of UPW (individual meetings, connections to the ministry)
- Attend regular meetings of the full Board to provide data, present issues, and solicit input from Directors as well as participate or actively delegate in all board committee meetings



**Direct reports**

● Operations Director ● Programming Director ● UrbanPromise Academy Head of School ● UrbanPromise School Head of School ● Development Director ● Finance Manager

**To Apply:**

Please send the following to [UPExecutiveDirectorSearch@gmail.com](mailto:UPExecutiveDirectorSearch@gmail.com)

- Resume
- Two references (one must be a person to whom you were professionally accountable and another person who is familiar with your faith journey)
- Cover letter detailing why you feel called to this position, what experience and skills you believe will be most applicable to this role and your personal statement of faith