

# New Life Enterprises Job Description

## Youth & Family Life Director

New Life Enterprises is a 501c3 organization of New Life in Christ Interdenominational Church. It is the entity that serves the community at large through programming and services that meet its vision which is to enrich the Metro-East Community through education, empowerment and the strengthening of families.



## MISSION

New Life Enterprises will provide opportunities for life skills development serving at risk youth, senior citizens and otherwise underserved individuals in the areas of education, housing, finances and social services.

## Position Objective

The Director will have overall strategic and operational responsibility for Teen City staff, programs, expansion, and execution of its mission. S/he will initially develop deep knowledge of field, core programs, operations, and business plans.

## Responsibilities

### Leadership & Management:

- Ensure ongoing local programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems; recommend timelines and resources needed to achieve the strategic goals
- Actively engage and energize New Life Enterprises Nonprofit volunteers, board members, event committees, partnering organizations, and funders
- Responsible for implementing a comprehensive, year round fund-raising program that meets targeted goals:
  - Identifies corporate sponsors, family foundations and general supporters; cultivates recruits and oversee these prospects.
  - Secures in-kind sponsors to donate services and products.
  - Identifies special event corporate recruitment leadership within the territory.
  - Helps execute grant writing for both special events and programs.
  - Works with the staff/board on grant proposals, including government, corporate and family foundations.
  - Fosters relationships with the community to garner support for programs and services.
- Lead, coach, Teen City's high-performance senior management team
- Ensure effective systems to track scaling progress, and regularly evaluate program components, so as to measure successes that can be effectively communicated to the board, funders, and other constituents
- Meets and informs the board of directors on a monthly basis

### Fundraising & Communications:

- Expand local revenue generating and fundraising activities to support existing program operations while simultaneously retiring building debt.

- Deepen and refine all aspects of communications—from web presence to external relations with the goal of creating a stronger brand
- Use external presence and relationships to garner new opportunities

### **Programming, Planning & New Business:**

- Design the current programming and complete the strategic business planning process for the program expansion into new partnerships
- Begin to build partnerships in new partners, establishing relationships with the funders, and educational, political and community leaders at or around Teen City
- Responsible for all Teen City programming, scheduling and master calendar implementation
  - Coordinates staffing and volunteer for events supporting programs
  - Continuing to promote education of programs, etc.
  - Identifies, cultivates and recruits volunteers, companies and organizations to participate
  - Creates event and program time lines and calendars for all activities.
  - Research and develop programs for youth
    - Assess the program requirements of youth in the community
    - Communicate with youth to determine their needs and interests
    - Communicate with organizations that represent youth to determine needs and interests of youth
    - Research funding sources and project requirements
    - Access funding and prepare funding proposals
    - Ensure a variety of sport, recreation, cultural and other programs are planned and implemented
    - Ensure program information is available
    - Develop youth organizations
    - Encourage existing organizations to include youth
    - Evaluate the effectiveness of programs
    - Identify areas where new programs are needed
  - Administer youth programs
    - Prepare a plan for youth activities
    - Prepare the youth program budget
    - Prepare financial and program reports
    - Record information on and prepare reports concerning youth programs, costs, numbers of participants and equipment and facility use
    - Provide monthly and yearly reports about youth programs and opportunities
    - Ensure that all programs and activities are implemented according to relevant legislation, policies and procedures
- Be an external local and regional presence that publishes and communicates program results with an emphasis on the successes of the local program as a model for regional replication.
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## **Qualifications**

The Director will be thoroughly committed to Teen City and New Life Enterprises Nonprofit's mission. All candidates should have proven leadership, coaching, and relationship management experience. Concrete demonstrable experience and other qualifications include:

- Advanced degree preferred
- Unwavering commitment to quality programs and data-driven program evaluation
- Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives, and manage a budget
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures
- Strong written and verbal communication skills
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning
- Ability to work effectively in collaboration with diverse groups of people
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed
- Ability to multi-task projects
- Thorough knowledge of the structure of entities associated with the human services field (i.e., funding agencies, governmental agencies, social agencies, medical practitioners, judicial system, community resources, etc.)
- Ability to deal with problems involving several concrete and abstract variables in standardized and non-standardized situations.
- 1 year of experience counseling children, preferably adolescents, or some equivalent of hours of training in child development.
- Previous program administrator experience or experience in children/teen service delivery, where most of which have been in a supervisory capacity.

## **How to Apply**

Submit a letter of interest to New Life Enterprises Attn –Hiring Committee  
Complete NLE Employment Application