



Seeking an Executive Director to lead, direct and inspire professional staff, maintain and develop funding sources, and cultivate connections with the local community.

CitiLookout is a 501c3 nonprofit, Christ-centered organization that partners with individuals and families, counseling them toward emotional, relational, and spiritual healing and networking them with effective community resources. The organization is located in the center of Springfield and is committed to serving all people regardless of their resources.

Position Responsibilities

- Collaborate with the Board of Directors
- Maintain a teamwork culture and mission-focused environment
- Resource Development; grant writing & report management, cultivate/develop foundational donor relationships & funding sources
- Develop, manage/control budgeting, forecasting, & accounting practices
- Lead, communicate and interact with the community and connect the community with CitiLookout
- Supervise professional, administrative staff and volunteers

Qualifications

- Bachelor's degree required, Masters preferred
- Demonstrated ability to work with multi-level staff & community outreach
- Demonstrated ability to develop & manage organizational budget
- Knowledge of non-profit objectives
- Demonstrated ability in revenue generation
- Computer literacy
- Demonstrated leadership skills
- Understanding of mission-driven organizations

Open Position:

Executive Director

Encouraged to apply by:

January 27, 2023

CitiLookoutSpringfield@gmail.com

Reports to:

Board of Directors

Hours:

32 hrs per week/salaried position

Benefits

Flexible work schedule, health insurance, paid vacation & sick time

TO APPLY:

Please submit a cover letter, resume, and three professional references in one document to CitiLookoutSpringfield@gmail.com