

Part-time Executive Director Job Opening



SAMARITAN

COUNSELING CENTERS OF THE MID-SOUTH

35 S. Auburndale St. Memphis, TN 38104 · 901-729-3900 www.samaritanmidsouth.org

The Samaritan Counseling Center is seeking a leader to expand its non-profit mental health counseling program to serve more in need of mental health services in our community. This is a position for a leader with excellent communication and relationship building skills with a commitment to Samaritan Counseling's mission: ***To offer hope and healing through high-quality, affordable, accessible, and professional counseling, while respecting the personal and spiritual values of the individual.***

This individual will serve as the Chief Executive of Samaritan Counseling, manage day-to-day operations, be responsible for fundraising and implementation of all policies approved by the Board of Directors, work with and support the clinical staff and church partners, and administer the annual operating budget of \$400,000.

Duties and Responsibilities

Fundraising

With the Board of Directors, serves as chief fundraiser for Samaritan Counseling to ensure fulfillment of mission and the organization's sustainability.

Create and implement annual fundraising plan in coordination with the Board of Directors.

Administrative

Collaborate with the Board of Directors in the development and implementation of policies and procedures.

Supervise, direct, and assist the Clinical Lead Therapist and administrative staff in their duties, including bookkeeping, financial records and donor information.

Manage and resolve human resource issues and conflicts.

Coordinate with partner churches to ensure that facilities and equipment are properly maintained.

Initiate and ensure the development and delivery of education programs in the community.

Utilize data to track and assess successes and opportunities for development.

Working with the Clinical Lead Therapist, the Executive Director will participate and approve therapists staffing decisions.

Marketing

Coordinate social media to ensure the presence of Samaritan Counseling on multiple platforms.

Represent Samaritan with partners, donors, the media and community.

Financial Management

Assist in preparing the annual budget for the Treasure, Executive Committee and Board for approval.

Approve and monitor all expenses to ensure they are within the current budget.

Provide regular financial reports to the Board of Directors.

Qualifications

Bachelor's degree

Commitment to Samaritan Counseling Center's mission

Nonprofit management experience

Exceptional communication and presentation skills

Fundraising and grant writing experience

Well organized with the ability to prioritize, oversee and coordinate multiple activities

Salary Range

\$40,000 – \$45,000 depending on experience

Submit resume to: careers@samaritanmidsouth.org
