



August 8, 2022

Grace Place

helping family & community thrive



graceplaceinc.org

About Grace Place

Grace Place is a Christian educational and mentoring nonprofit organization with operations in Winona, MN and Rushford, MN. Additionally, it provides transitional shelter for moms with young children in its Grace House facility located in Winona. Educational programming includes Morning Music, Godly Play and Evening Song that is offered to young children in Winona, Rushford and surrounding communities. Grace Place's mission is to lift families to their fullest potential. Its operations are financially supported by its thrift stores, online sales, grants, fundraising, and support from other community and area benefactors and nonprofits including religious organizations.

Grace Place has over 2,000 visits to its mission programs. Total benevolence extends beyond \$30,000 for the community. Over 75 volunteers, three full-time, and 12 part-time staff serving three mission locations (Winona, Rushford, and Grace House). Grace Place Board of Directors contains 5 local individuals.

Position Summary

The Executive Director is a professional position that manages all aspects of Grace Place including cultivate donors through multifaceted fundraising strategies, fiscal management, grant writing, distribution, development of programs, hiring and discipline of employees, recruiting volunteers, non-profit regulatory compliance, and public relations. This position reports to the board of directors.

Essential Job Functions

1. Lead, develop, and manage educational programming and mentoring support to families in Winona, Rushford, and surrounding areas.
2. Collaborate with the Board of Directors to identify, create, and implement a strategic plan to attain business objectives.
3. Identify, recruit, train and develop a team of employees (paid and volunteers) who can lead essential departments and manage strategic business functions for all Grace Place and Grace House locations.
4. Monitor all organizational operations and ensure employees and business practices comply with regulatory and legal requirements.
5. Lead the organization in the development of its organizational culture and promote transparency and collaboration throughout the organization.
6. Develop critical partnerships with stakeholders including other area profit, nonprofit, and religious organizations to further the objectives of the organization.



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7. Identify potential risks and opportunities within the organization and its environment including its physical facilities to protect and promote organizational interests.
8. Identify potential sources of investment to promote stability and growth of its operations to further benefit organizational objectives.
9. Oversee fundraising efforts and secure grant funding to provide financial support for the ongoing operations, facilities, and ministry of the organization.
10. Represent the organization at social and corporate events in ways that strengthen the Grace Place brand and communicate the organization's message.
11. Oversee the marketing and social media campaigns to enhance organizational visibility and promote organizational awareness throughout the communities in which it serves.
12. Cultivating donors and inviting them to partner in our mission.

Qualifications

- Experience preferred in non-profit administration, ministry, and mentoring families with children and / or bachelor's Degree in Business or Education or related fields.
- Must possess valid driver's license.
- Successful completion of background check

About Winona

The City of Winona is situated 50 miles east of Rochester and about 135 miles southeast of the Minneapolis-St. Paul metropolitan area. Winona is a community of 27,000 people located in southeast Minnesota on the Mississippi River. Winona has a stable economic base of commercial business, diverse manufacturing industries, and has a large water, rail and truck shipping port. Winona is home to excellent educational institutions including Winona State University, Saint Mary's University and Minnesota State College Southeast. Winona also has excellent primary and secondary public and private schools.



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Job Type:

Exempt, full-time with some evenings and weekends.

Wage and Benefits Include:

Wage Range: \$35,000 to \$50,000. Wage will be based on experience.

Benefits: Health Insurance Stipend, Paid Holidays, and Vacation.

How to Apply:

Interested applicants should submit a cover letter and resume including three professional references to jobs@graceplaceinc.org by August 31st, 2022. Application review will begin September 1st 2022. Desired start date is December 1st 2022. Executive Director position will be open until filled.

If you have questions about applying for this job, please contact jobs@graceplaceinc.org

Learn more at graceplaceinc.org

The above statements are not intended to encompass all functions and qualifications of the position. Rather, they are intended to provide a general framework of the requirements of the position. Employees may be required to perform other functions not specifically addressed in this job description.



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