

POSITION PROFILE

Executive Director

Preston Taylor Ministries

Nashville, Tennessee



preston
TAYLOR
MINISTRIES

ABOUT PRESTON TAYLOR MINISTRIES

Preston Taylor Ministries (PTM) is a non-profit organization that exists to provide safe and fun neighborhood programming for children and youth to learn and grow. Programs include after school tutoring, summer field trips, seasonal sports, one-on-one mentoring, Bible studies, camps, and more. These programs are supported by PTM staff, community and parent volunteers, and generous donors that support the work of PTM.

Mission

PTM empowers Preston Taylor children and youth to discover and live their God-inspired dreams, develop a love for learning, and build joy-filled friendships that glorify Christ Jesus.

Vision

As image bearers of Christ, PTM youth will use their God given gifts to become agents of joy and hope to the current and next generation.

Core Values

Christ-centered
Love
Friendship
Learning
Joy
Hope



Core Beliefs

1. I am created in God's image: I am valuable and have God-given gifts and abilities.
2. God loves me unconditionally and invites me into a personal relationship made possible by Jesus' death on the cross.
3. With Christ as Lord of my life I will worship God by caring for everything God has created.
4. I am a part of the body of Christ, called to live and grow in a Christ-centered community.
5. With the Holy Spirit living in me, I am continually being sanctified and am committed to being an agent of reconciliation within my home, my school, my community, and the world.

EXECUTIVE DIRECTOR ROLE

Reporting to the Board of Directors, the Executive Director will keep the heart of Preston Taylor Ministries in alignment with the mission, vision, and core values. The Executive Director will execute the mission, oversee operations, mentor staff, and promote growth and development of programs.

Passion for our Mission

We surveyed the stakeholders of our organization and asked them to identify the most important qualities our new executive director should have. The number one thing our staff, volunteers, donors, board members and community members said was that this person should have a *passion for PTM's mission* of empowering children and youth to discover and live their God-inspired dreams, develop a love for learning, and build joy-filled friendships that glorify Christ Jesus.



PTM Core Values

This person should be someone who believes in our core values of *Christ-centered purpose, love, friendship, learning, and a person full of joy and hope.*

Diversity and Inclusion

Our next leader should have a deep commitment and connection to matters of diversity, equity, and inclusion. The Executive Director will have the role of encouraging a culture of unity among a diverse group of staff with positivity and passion for our mission. This person should influence other leaders in all departments to approach their work in a fair and equitable way. Our focus will be on continuing to diversify our volunteer and donor sources, staffing and hiring practices, and advancing our DEI practices internally. This leader will be someone who understands this priority and works toward making us better.

Staff Leadership

We are looking for a strong leader who can organize and inspire the PTM staff towards mission fulfillment. This person will lead, coach, develop and retain PTM staff. They will hold staff accountable to the policies, procedures and expectations of the organization. He or she will foster a culture that engages all staff and leads them with positive energy toward our shared goals.

Strategic Direction

This person will have the ability to cultivate a strong relationship with the Board of Directors and coordinate with them as appropriate. He or she will seek board involvement with strategic direction for both ongoing operations as well as new growth opportunities for PTM and will ensure continued program excellence. The Executive Director will lead in the creation and implementation of a strategic plan and be responsible for regularly evaluating progress to measure successes that can be communicated effectively to the board, funders, and other constituents.

Fundraising & Communications

Fundraising enables us to continue to execute our mission. The Executive Director at PTM will help shape the fundraising strategy that supports existing program operations. He or she will also look for new ways to diversify fundraising sources for the organization.

A major skillset for this role will be outstanding communication skills in order to build relationships with current donors and build new donor relationships. The role will include overseeing all aspects of communications—in house and externally.

Financial Structures

This leader will have an understanding of non-profit organizations and their financial structures and will set direction and oversee the budget.

Connection to PTM Community

Of utmost importance, PTM seeks an individual who can develop long term connections with students and families in the Preston Taylor community. He or she will be a person trusted by students, families, staff, and volunteers who can all engage in pursuing the mission of PTM. He or she will actively interact with and energize PTM volunteers, board members, event committees, alumni, partnering organizations, and funders.

Qualifications and Requirements

- Bachelor's degree or Masters degree in a related field with a minimum of 7 years of leadership experience
- Experience effectively leading and overseeing a service-based or Christian organization and staff
- Strong communication skills, and fundraising experience with the ability to engage a wide range of stakeholders and cultures
- A persuasive and passionate communicator with excellent interpersonal skills
- Action-oriented, entrepreneurial, adaptable, and innovative approach to an organization
- At least two years of working effectively in collaboration with diverse groups of people
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed

Compensation and Benefits

This is a full-time, exempt salaried position of 40 hours per week that reports to the Board of Directors. Weekend and evening hours may occasionally be required.

Benefits include:

- Employer paid health insurance and family coverage
- Eight paid holidays
- Paid time off program

Applying for the Executive Director Position at PTM

If you are interested in this position, please send your resume to Lori Willeford at Lori@prestontaylorministries.org.