



## EXECUTIVE DIRECTOR'S POSITION

St. Gabriel Mercy Center is viewed as a lighthouse in the Mississippi Delta, illuminating its beacon of light in the lives of those who seek services and opportunities to become self-sufficient. Located in the historical town of Mound Bayou, Mississippi, St. Gabriel Mercy Center is a 501 (c) 3 non-profit organization that serves all ages in various, and highly successful programs, as the Senior Citizens' Outreach program, GED classes, sewing classes, emergency energy assistance, the Delta Boutique, a thrift store, and computer classes, to name a few. It is through grants, fundraisers, and generous donations that the center is able to provide these programs to its most vulnerable population.

Situated about 100 miles south of Memphis, Tennessee and 150 miles north of Jackson, Mississippi, the St. Gabriel Mercy Center is located in the heart of the Mississippi Delta. It is ten miles from Delta State University, the Bolonga Performing Arts Center and the GRAMMY Mississippi museum where one can enjoy a wide range of cultural and artistic events.

**POSITION: EXECUTIVE DIRECTOR ~ ST. GABRIEL MERCY CENTER ~ MOUND BAYOU, MISSISSIPPI**

**Organization:** St. Gabriel Mercy Center

**Location:** Mound Bayou, Mississippi

**Job Type:** Full Time

**Hours:** Monday – Friday - 8:30 a.m. to 5:00 p.m.

**Salary:** Commensurate with Degree and Experience

**Benefits:** Very Competitive Benefit Package and Personal Time Off

**Closing Date of Application:** March 30, 2018

Do you have Christ in your life, a heart for service and a love for people? Are you an active member of a church? Are you outgoing, energetic, dynamic and a management professional looking for that unique opportunity to showcase your leadership skills, strategic planning and relationship building expertise, while serving as the face of the St. Gabriel Mercy Center?

The St. Gabriel Mercy Center offers the ideal opportunity for you to bring your passion for grant writing, fundraising and serving in an impoverished community in the Mississippi Delta.

The **EXECUTIVE DIRECTOR** is responsible for the vision, strategy and execution of St. Gabriel Mercy Center's mission. Success in this role requires the deepest of commitment to the mission of the center and the capacity to manage the day to day operation of the center and its staff.

### REQUIREMENTS

Reporting to a Board of Directors that is comprised of a diverse group of professionals from across the state of Mississippi, the ideal **EXECUTIVE DIRECTOR** will:

- Demonstrate strong financial acumen, awareness and knowledge, particularly in budget management, analysis and preparation and manage the center within the parameters of its annual budget.
- Possess outstanding public speaking ability with unparalleled presentation and relationship building skills.
- Maintain excellent oral and written communication skills with the power to be influential.
- Utilize strong organizational skills with attention to detail, including planning, delegating and program development.
- Be responsible for the enhancement of St. Gabriel Mercy Center's image by being active and visible in the community and working closely with other professional, civic and private organizations.
- Possess advanced technological skills, including expertise in QuickBooks and Microsoft Office (Word, Excel and PowerPoint)
- Demonstrate a track record in building collaborative relationships with local businesses, organizations, sponsors, volunteers, community leaders and various external stakeholders.
- Ensure that St. Gabriel Mercy Center supports its participants effectively, no matter what.

## QUALIFICATIONS

- At least five years of administrative, leadership, managerial and/or supervisory experience
- A master's degree or above in a business, supervisory or managerial related field
- Traceable experience in fundraising and grant writing
- Proficiency in relationship development and management
- Willing to live in a small, rural community
- An active member of a church

To learn more about the St. Gabriel Mercy Center, please visit the website: <https://saintgabrielmc.org>

### **Application must include the following:**

- Formal cover letter addressing the requirements
- Chronological resume outlining at least the last ten years of employment with salary history
- Two employment references and a minimum of two personal or community-related references

If you are interested in this job, please mail your application to the DeVoye C. Morris, Board Chairman, St. Gabriel Mercy Center, P.O. Box 567, Mound Bayou, MS 38762 or call the St. Gabriel Mercy Center at 662-741-3255 or DeVoyce C. Morris at 662-719-009, for additional information.