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St. Gabriel Mercy Center

503 West Martin Luther King, Jr. Drive

Mound Bayou, MS 38762

**POSITION AVAILABLE**

**JOB TITLE: EXECUTIVE DIRECTOR**

St. Gabriel Mercy Center, Incorporated, located in historic Mound Bayou, Mississippi, is seeking a dynamic, energetic, visionary leader for the position of Executive Director, the key management leader who is responsible for overseeing the administration, programs and strategic plan of the center. Other key duties include fundraising, marketing and community outreach. The Executive Director reports directly to the Board of Directors.

The Executive Director coordinates and supervises all programs and activities at the St. Gabriel Mercy Center and is responsible for obtaining and reporting of funds to sustain the ten programs that the center hosts.

The St. Gabriel Mercy Center is located in an extremely rural community of disadvantaged, marginalized citizens in the heart of the Mississippi Delta, with Memphis, Tennessee approximately 100 miles north and Jackson, Mississippi approximately 150 miles south.

**SALARY**

* The beginning salary is in the $50,000 range, but commensurate with experience and education.
* Additional health, vacation and holiday benefits, including a 401(K)

**RESPONISBILITIES AND DUTIES**

* Ensure ongoing programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications and systems; recommend timelines and resources needed to achieve the strategic goals.
* Actively engage and energize the St. Gabriel Mercy Center’s volunteers, board members, event committees, alumni, partnering organizations and funders.
* Lead, coach and develop a high-performance management team.
* Active member of a religious institution.
* Available to travel, when required.
* Must have a valid Mississippi driver’s license.

**PROFESSIONAL QUALIFICATIONS NEEDED**

The Executive Director will be thoroughly committed to the St. Gabriel Mercy Center’s mission which seeks to promote and participate in establishing services aimed at enhancing human dignity for residents in the Bolivar County, Mississippi area. All candidates should have proven leadership, coaching and relationship management experience. Concrete, demonstrable experience and other qualifications include:

* Advanced degree, ideally an MBA or related field, with at least five years of management experience.
* Proven experience running fundraising initiatives.
* Knowledge of volunteer recruitment and how to get individuals involved for the organization’s success.
* Excellence in organizational management with the ability to coach staff, manage and develop high-performance teams, set and achieve strategic objectives and manage a budget.
* Strong marketing, public relations and fundraising experience.
* Compassion in working with clients who have been affected by life’s circumstances.
* Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.
* Positive attitude, integrity, passionate, mission-driven and self-directed.

Please visit the St. Gabriel Mercy Center’s website: www.saintgabrielmc.org Send resume to: Search Committee, St. Gabriel Mercy Center, 404 Fortune Street, Mound Bayou, MS 38762.