



Executive Director

Mission Statement:

The mission of the Armory Youth Project is to provide a safe environment where young people can build community and be encouraged in their educational, emotional, physical, and Christian spiritual development.

Status: Exempt, full time

Reports to: Board of Directors

Job Summary:

This is a year-round, full-time position with benefits. The Armory Youth Project (AYP) offers free after-school, Saturdays, and summer programming for grades 6-12 in Manistee County, MI. The Executive Director is responsible for the strategic plan development and implementation and administers programs, fundraising, marketing communications, and community partnerships. This position reports directly to the AYP Board of Directors and supervises a staff of 10 part-time employees and approximately 100 volunteers.

The ideal candidate will possess a love for youth, a passion for nurturing them in their Christian faith, and a commitment to the mission, vision, and values of the AYP.

Salary: The starting salary for this position begins at or above \$55,000. Salary and compensation are commensurate with qualifications/experience.

REQUIRED QUALIFICATIONS

- 3-5 years of proven professional leadership, management, and supervisory experience in administration, fiscal management, program development, and fundraising for a non-profit organization.
- An understanding of the life stages of middle/high school-age youth and an ability to connect and build relationships with them.
- Bachelor's degree.
- Demonstrated successful experience working with non-profit boards.
- Excellent organizational and strong communication skills, including listening, speaking, and writing.
- High-integrity self-starter.
- Must pass a criminal background check.
- Valid driver's license.

PREFERRED QUALIFICATIONS

- Bachelor's degree in Child Development, Ministry, Education, Management, Social Work, or related field.
- Working knowledge of software database platforms.
- Professional fundraising experience.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Keeping your life in harmony with the Word of God, striving in word and deed to be a worthy example in Christian living.
- Assure that the organization has a long-range strategy that achieves its mission and toward which it makes consistent and timely progress.
- Oversees and implements appropriate resources to ensure the organization's operations are appropriate.
- Develop resources sufficient to ensure the organization's financial health. Responsible for the fiscal integrity of AYP
- Fundraises strategically and raises funds.
- Works with the board to fulfill the organization's mission.

PHYSICAL REQUIREMENTS

Must be able to communicate using written, verbal, and computer methods. Must be able to walk, sit and/or stand for long periods. Must be able to lift to 50 pounds occasionally and 20 pounds routinely independently.

WORKING ENVIRONMENT

Works in a variety of working conditions. Works outside in varying weather conditions. Works in areas with a loud noise.