



**Thrive For Life**  
**Prison Project**

## **EXECUTIVE DIRECTOR JOB DESCRIPTION**

Location: New York, New York  
Base Pay: N/A  
Employee Type: Full-Time Employee  
Industry: Not for Profit  
Manages Others: Yes  
Posted: January 10, 2019

Job Type: Executive Management;  
Nonprofit  
Required Education: Master's Degree  
Required Experience: Nonprofit  
Travel: Yes  
Language: Spanish & English  
Reports to: Board of Directors

### **FUNCTION**

To provide leadership for Thrive for Life Prison Project, Inc.. We are a successful non-profit that empowers incarcerated and formerly incarcerated persons to thrive for life through spiritual and educational resources and services. We are seeking an Executive Director to lead our organization through an upcoming period of growth. The successful candidate will be responsible for overseeing all aspects of our organization, ensuring that we are operating efficiently and effectively to meet business goals. In this role, you will be working closely with the Board of Directors, Senior staff, volunteers, formerly incarcerated individuals, and the community partners. You will ensure that staff members are aligned with the company's mission and vision and that we are working together to successfully achieve strategic objectives. Our organization has a close-knit volunteer culture in which we place a high priority of communication and collaboration. We are in search of an Executive Director who is aligned with our community culture and will continue to enhance it through positive and effective leadership.

### **CORE RESPONSIBILITIES:**

1. **Planning:** Works with the board to develop a shared vision for the future of the organization, build understanding around the mission, and develop measurable goals and strategies to advance the mission.
2. **Fundraising:** In collaboration with the board and fundraising team, develop and implement fundraising systems and strategies that enable the organization to meet its financial development goals and carry out its programs and operations.
3. **Administration:** Responsible for the day-to-day operations of the organization. In collaboration with the staff and volunteers, develop, maintain, and use systems and resources that facilitate effective operation of the organization toward goals and objectives of the mission, vision, and ambition.
4. **Board Relations:** Together with the board of directors, form the leadership of the organization. The ED and board have joint responsibility for developing and



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maintaining a strong working relationship and a system of sharing information that enables the board to effectively carry out its governance role.

5. **Communications & Development:** Serve as a spokesperson for the organization by effectively promoting the mission of the organization, advocate for the mission and work of the organization, and build relationships with community partners and stakeholder groups critical to the success of the organization.
6. **Financial Management:** In collaboration with the Chief Financial Officer, ensure the resources are managed wisely. Ensure that the organization's goals serve as the basis for sound financial management through solid budgeting, accounting, and appropriate financial controls to protect the organization's assets.

## **QUALIFICATIONS**

1. Experience in nonprofit work experience in comparable fields.
2. Demonstrated success in leadership and volunteer coordination.
3. Demonstrated success of effectively leading change and organizational growth through strategic planning.
4. Demonstrated knowledge and understanding of the Spiritual Exercises of St. Ignatius of Loyola and experience work relationship with the Society of Jesus.
5. Demonstrated knowledge and understanding of the criminal justice system.
6. Strong commitment to effective fundraising, development, and community partners.
7. Strong and effective oral and written communication skills.
8. Personal qualities that include integrity, commitment to Thrive for Life mission, vision, and ambitions, respect for diversity, and ability to inspire and motivate.
9. Must be Microsoft Office proficient, i.e. Word, PowerPoint, Excel, etc.

## **COMPENSATION/BENEFITS**

The benefits package and compensation pay based on qualifications and experience.

## **TO APPLY**

Interested individuals should email their cover letter, resume and three references no later than January 18, 2019 to [zpresutti@thriveforlife.org](mailto:zpresutti@thriveforlife.org). Applications will be reviewed accordingly.

Thrive for Life Prison Project is an equal opportunity employer.