

**SAINT SAVIOUR'S CENTER**  
**EXECUTIVE DIRECTOR**  
Job Description August 2020

## ABOUT SAINT SAVIOUR'S

Saint Saviour's Center, a vibrant nonprofit in downtown Raleigh committed to supporting the low-income working community of Wake County, is seeking a new Executive Director to guide its programs.

Saint Saviour's Center (SSC) was established in 2003 with the intent of making a difference in the lives of lower-income residents of the Glenwood South neighborhood. Today, it is the parent organization of the Diaper Train and also honors that original vision with its Healthy Living for Seniors program, which serves residents of Glenwood Towers and Carriage House.

Although Saint Saviour's was started by volunteers, staff and funds from the congregation of Christ Episcopal Church in Raleigh, it is now an independent 501(c)(3). Currently, numerous area churches, individuals, businesses, and organizations are strong supporters of Saint Saviour's, allowing us to develop our programs to address more unmet needs. We have long-range plans to expand the scope and size of the Diaper Train. SSC also houses Wake Relief, Meals on Wheels, and the Haitian Community Church.

The largest and most visible of our programs is the Diaper Train. This program distributes hundreds of thousands of disposable diapers each year, free of charge, to Wake County residents who struggle to keep their children in diapers. With this support, the children can go to daycare, enabling parents to work or attend classes. Much of the work is done by volunteers.

## THE ROLE OF EXECUTIVE DIRECTOR

The Executive Director (ED) is responsible for accomplishing the mission and goals of Saint Saviour's as set forth by its board of directors, and is accountable to the board through its president. While SSC is in a healthy financial situation with roughly a year's worth of operating expenses on hand, the primary role for the new ED will be fundraising, meeting with stakeholders and expanding the donor base to ensure funding for future operations.

The role of Executive Director also includes financial oversight, communications, and administration as well as building and systems management. The ED is assisted by a

Program Director, who currently manages the programs and collaborates with the ED on fundraising, communications, systems and board committees.

## QUALIFICATIONS

The Executive Director must be able to lead complex components of our organization which require experience and creative management skills. To be successful in this role, the ideal candidate needs to demonstrate capabilities in a wide variety of areas, which are detailed in the attachment below. They must be able to respond and react effectively to fast-breaking or crisis situations requiring knowledge of SSC policies and procedures.

The management skills of our Executive Director must include demonstrated results in fundraising and major donor programs while showing a mastery of fiscal and verbal skills. The ideal candidate will have excellent interpersonal skills with a diverse group of volunteers and employees. Enthusiasm, compassion and the ability to develop effective working relationships with our extensive body of volunteers is of the utmost importance.

Resumes should be sent to:

[resume@saintsaviourcenter.org](mailto:resume@saintsaviourcenter.org)