

**POSITION:**

Executive Director

**ORGANIZATION:**

The Ladies of Hope Ministries (The LOHM)

**ABOUT THE ORGANIZATION:**

The Ladies of Hope Ministries (The LOHM) is an organization whose mission is to help disenfranchised and marginalized women and girls transition back into society through resources and access to high-quality education, entrepreneurship, spiritual empowerment, advocacy, employment, and housing. The way we fulfill our mission is through our housing and employment programs.

You can learn more here: <https://thelohm.org>

**ABOUT THE POSITION:**

Reporting to the President/CEO, the Executive Director is a newly created senior-level position formed to address the fast growing needs of The LOHM. The Executive Director is responsible for leading and managing the senior leadership team and all internal operations within the organization. The Executive Director is also responsible for ensuring the development and implementation of the appropriate infrastructure, systems, policies and procedures across the organization while striving towards organizational vision and developing an inclusive culture within the LOHM.

Responsibilities include, but are not limited to:

**Organizational Oversight and Team Management:**

- Working closely with the President/CEO and senior leadership team to implement the three-year strategic plan
- Maintaining and promoting a culture of high performance
- Building and mentoring a high-performing team committed to advancing LOHM's work
- Establishing annual operational and financial goals and managing towards them
- Bridging national and regional operations to establish seamless communication methods and increase collaboration

**Culture Development**

- Continuing to build and enhance LOHM's culture which prioritizes diversity, equity, and inclusion across all dimensions (e.g., recruitment/hiring, coaching/development, and programmatic implementation).

### **Strategic Leadership**

- Growing the organization's impact, taking an organization-wide approach to increasing LOHM's brand, impact, and reach
- Designing cohesive accountability systems to ensure progress toward shared goals
- Building systems and measure impact through defined metrics

### **Systems Building**

- Leading the implementation of new systems and processes that enable LOHM to scale, focusing on efficiency, effectiveness, and community engagement

### **Advocacy**

- Serving as a key senior-level external communicator for LOHM and its work, continuing to build its visibility, brand recognition and reach
- Supporting the President/CEO in advocating for and growing the organization

### **CANDIDATE REQUIREMENTS:**

The ideal candidate will possess the following qualifications:

- 10+ years of professional experience required, with experience serving as a leader in a mission-driven, multi-regional nonprofit organization preferred
- Experience in organizational management, development, and growth required; experience in nonprofit leadership a must
- Strong strategic thinking and analytical skills, with demonstrated success creating and implementing plans in high-growth, dynamic environments
- Broad experience with the full range of business functions and systems, including strategic development, planning and implementation, budgeting, business analysis, finance, information systems, human resources, and marketing
- High level of business acumen including successful profit and loss management, the ability to balance the delivery of programs against the realities of a budget
- Strength in coaching individuals and teams, empowering them to elevate their levels of responsibility and performance
- Outstanding communication skills and ability to translate ideas to both internal and external stakeholders
- Ability to maintain a realistic balance of multiple demands and shifting priorities in a fast-paced organizational culture
- High level of interpersonal and communication skills, with a track record of building strong relationships with a diverse group of individuals at all levels
- Undergraduate degree and/or advanced degree a plus
- Highly proficient in Microsoft Word, Excel, and PowerPoint and Google Suite (Gmail, docs, forms and sheets), Adobe Acrobat and Canva a plus
- Knowledge of web-based meeting platforms and client database management systems

**LOCATION:**

With programming in New York City, NY, Prince George's County, MD, New Orleans, LA and Miami, FL, a hybrid structure of 2-3 days in person is preferred. A remote work structure with the ability to travel as needed is also an option.

**COMPENSATION AND BENEFITS:**

The proposed range for this role is \$140-\$160K. Benefits include medical, dental, vision (80% employer paid), short term disability, paid time off and holidays.

**QUALIFIED INDIVIDUALS, PLEASE APPLY:**

Submit a detailed cover letter describing your interest and qualifications and a current resume with a cover letter and 3 professional references to [hr@thelohm.org](mailto:hr@thelohm.org). Please add **Executive Director** in the subject line.

**The Ladies of Hope Ministries (The LOHM) provides equal employment opportunities for all applicants and employees.** Formerly incarcerated, minority, bi-cultural, and LGBTQ are encouraged to apply. All qualified applicants will be considered for employment without unlawful discrimination based on race, color, creed, religion, national origin, citizenship, age, sex, disability, sexual orientation, gender identity, gender expression, military status, marital status, familial status, pregnancy, arrest or conviction record, unemployment status or any other characteristic protected by applicable law.