**Metanoia**

**Executive Director**

Metanoia is a faith-based residential facility. This program offers a safe place of refuge to female adolescent victims of human trafficking in which to heal physically and mentally in a nurturing environment. Metanoia is licensed by the State of Louisiana to provide recovery and rehabilitation through direct care that includes medical and dental care, classroom teaching by a state certified educator, mental health counseling staff and life skills to help the girls succeed when they leave the facility. Metanoia Manor has been recognized by the National Trafficking Shelter Alliance as a premier shelter for minor, female of human trafficking.

**ABOUT THE ROLL**

Metanoia’s Executive Director is responsible for the overall operation of the facility, including supervising the staff and working with the Catholic Nuns who live at the facility as the house mothers. The ideal candidate must be comfortable representing the organization in the community, explaining the mission of Metanoia, working with the Financial Chairman to establish an annual budget, searching for grant opportunities and reporting to the Board of Directors.

**Classification:** 40 hours/week (Full-time)

**Reports to:** Board of Directors

**Supervises:** Facility staff

**PRIMARY RESPONSIBILITIES**

* Develops annual staffing plans and implements achievable development goals that are tied to the organization’s overarching strategic plans (ensures responsibility)
* Ensures that available foundation, corporate and government grants are identified and applications to maximize income goals. Works directly with Finance Committee and Fundraiser
* Works with Finance Committee to establish annual budget
* Responsible for staff hiring, training and yearly performance reviews
* Works with staff and volunteers to coordinate and run facility
* Prepares reports needed to comply with grants that are awarded
* Assists the Board of Directors with preparation of various agendas for Board meetings, provides quarterly reports recommendations and information to ensure the Board has sufficient information to make informed decisions
* Recognizes and builds relationships with organizations/foundations that could provide financial assistance
* Serves as key spokesperson for organization
* Occasionally makes presentations to potential donors

**SKILLS AND QUALIFICATIONS**

* Ability to prioritize and manage multiple responsibilities and tasks, sometimes with competing deadlines
* Experience hiring, managing, motivating and retaining a team of staff
* Excellent written, verbal and public communication skills
* Strong organizational, administrative and problem-solving skills
* Ability to meet tight deadlines, multitask and hold self and others accountable
* High ethical standards and respect for confidentiality
* Exceptional attention to detail
* Proficiency with computers, including Microsoft Office Suite

**EXPERIENCE**

* Masters degree in a human services field or in administration, business, or a related field, and one year work experience in a human services agency; or
* Bachelors degree in a human services field or in administration, business, or a related field, and at least two years’ work experience in a human services agency

**ADDITONAL DETAILS**

* **Location:** East Baton Rouge Parish
* **Compensation:** $80,000 - $95,000
* **Benefits:**
	+ Health Care (includes vision and dental)
	+ Paid time off
	+ Holidays off
* **Hiring Requirement:** Must pass Louisiana State Police background check