



More than a Chance, A Change

CHIEF EXECUTIVE OFFICER

Nashville, TN

ABOUT DISMAS HOUSE

Dismas House is a residential reentry program for men returning to the community from state and private prisons and county jails in Tennessee. Dismas House has 72 beds and can serve over 120 residents a year. The Dismas House program, which is holistic and individualized, helps residents navigate the challenging transition back to the community and overcome the many barriers to reentry. As the premier reentry program provider in Tennessee, it is our mission that residents become self-sufficient, contributing members of the community.

POSITION SUMMARY

Dismas House seeks a visionary business leader skilled in driving organizational success and empowering a high performing staff. Reporting to the Board of Trustees, the CEO will be based at the organization's offices in Nashville, TN and have overall management responsibility for a growing organization with a \$3.6 million annual budget, and 23.5 employees.

The CEO will advance the organization in terms of culture, capability, processes, and impact. While working closely with the organization's executive team, the CEO will inspire innovation and ensure that the organization is continually well equipped to advance its mission of setting national standards for reentry programming.

PRIMARY RESPONSIBILITIES

Executive Leadership and Organizational Management

- Provide executive leadership that is inclusive, transparent, and empowering in a manner that supports and guides the organization's mission as defined by the Board of Trustees
- Present strategic options and plans for organizational impact and gain Board approval as needed to carry out the work of the mission of the organization
- Oversee the day-to-day operations of the organization and ensure its overall long-term success
- Organize, motivate, and mentor internal team leaders to strategically grow the organization's impact, programs, operations and fundraising to effectively fulfill its mission
- Apply innovative thinking and performance measurements to analyze and support strategic decision-making



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- Continually foster a culture that encourages collaboration between departments and recognizes positive contributions
- Contribute to the strategic plan and drive its implementation
- Manage and motivate staff, overseeing processes such as hiring, separation, ongoing staff development, performance management, and compensation and benefits
- Inspire a business-oriented, professional, results-driven environment across the organization
- Responsible for developing government relations, including strategic identification of opportunities, delivery of grant proposals, and overseeing implementation
- Establish goals, objectives, and operational plans in collaboration with the Board of Directors, staff, and other leaders

Board Governance

- Maintain regular and effective communication with the Board by providing members with all information necessary to continually function properly and make informed decisions in a timely and accurate manner
- Attend all Board and Executive Committee meetings and provide reports and updates on staff as well as all current work, project timelines, and project and organizational progress
- Adeptly manage the board as needed to build consensus, remind of outstanding deliverables, and offer support
- Implement Board policies and procedures and build support for Board decisions amongst staff
- Work closely and openly with the Board and its committees, ensuring ongoing communication of risks, issues, as well as successes

Development and Fundraising

- Drive development and fundraising in collaboration with the Vice President of Development, leveraging the Board as needed
- Initiate, cultivate, and extend relationships with the organization's portfolio of individual, foundation, and corporate supporters

Financial Management and Administration

- Provide strategic leadership and management for all the administrative and operational functions of the organization in accordance with the mission, objectives, and policies
- Prudently direct resources and manage all financials within budget guidelines and according to current laws and regulations



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- Ensure the organization's financial stability and sustainability by maintaining healthy cash flow and adequate reserves
- Assume responsibility for the fiscal integrity of the organization
- Monitor board-approved budget and manage financial operations to ensure maximum utilization of resources and optimum financial positioning for the organization
- Ensure maximum resource utilization, budget management, and maintenance of the organization in a positive financial position
- Build and administer the annual budget, with Board approval

External Relations and Communications

- Represent the organization and serve as chief spokesperson publicly at events, conferences, and partnership meetings
- Present and promote the organization and its mission, programs, partners, and members in a consistently positive manner
- Ensure visibility to prospects and the public, and build interest in engaged philanthropy
- Oversee the organization's marketing and public relations

QUALIFICATIONS

Candidates may emerge from nonprofit, foundation, government, or industry backgrounds and should possess the following:

- Five years of prior experience as a CEO, Executive Director, or in a senior related position at a nonprofit, foundation, government, or industry
- Strong business acumen and a history of providing visionary leadership at the executive level
- Proven experience executing organizational growth and leading a similar or larger size successful nonprofit and/or related entity
- Proven experience working with and leading a Board and working with diverse groups of people
- Familiarity with diverse business functions such as Programs, Business Development, Operations, etc.
- Successful experience in motivating, recruiting, developing, retaining, and mentoring high performance, mission-driven, and results-oriented teams
- Proven experience developing community partners
- Excellent written, oral, and public speaking skills; a persuasive and passionate communicator with strong interpersonal and multidisciplinary project skills
- Demonstrated experience writing grants or contracts preferred.
- A bachelor's or advanced degree



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COMPENSATION

This career opportunity offers a strong starting base salary, a full benefits package, and a team-oriented atmosphere that is both positive and rewarding. Starting compensation includes: a very competitive salary \$145,000 - \$155,000 dependent on experience, plus a full benefits package that includes paid time off, health insurance, including dental and vision, 401K plan, and short- and long-term disability insurance. Lastly, the board has approved a bonus plan of up to 20% of salary if key performance indicators are made.

HOW TO APPLY

Nonprofit Leadership LLC has been retained to manage the search process. Please email a resume and cover letter addressing your commitment reentry to elle@nonprofit-leadership.com by November 4, 2024. In the subject line, write Dismas House CEO. All inquiries and discussions will be considered strictly confidential.

No person in the Dismas organization shall on the grounds of race, gender, disability, religion, national origin, or sexual orientation be excluded from the participation in, or be denied the benefits of, or be subjected to discrimination under any program or activity associated with Dismas House.