

Scarlet Hope[®]

Louisville City Director

May 2023

Agreement of the following Roles & Responsibilities:

Reports to: COO

Location: Scarlet Hope Louisville

The Louisville City Director is responsible for carrying out the mission of Scarlet Hope in Louisville. The Director will have three main areas of responsibility: (1) Visionary Leadership (2) Operations, and (3) Development. While the ultimate goal of Scarlet Hope is to share Jesus with women in the AEI, we must follow the best practices, have a team join us in our efforts, and allow donors to come alongside us in accomplishing this mission.

Responsibilities Defined:

Visionary Leadership and Growth

- Provide innovative solutions to grow existing Scarlet Hope programs
- Analyze, rework, and pivot Scarlet Hope programs to maximize reach
- Ensure local programs are executed with excellence
- Develop a strong Leadership team within the staff to execute the strategy within internal and external programs
- Galvanize other Scarlet Hope Directors in training, support, and launch of new program efforts
- Oversee all individuals involved in Scarlet Hope Louisville (whether staff or volunteer)
- Recruit and screen individuals to join the Scarlet Hope Louisville staff team

Operations, Planning, and Administration

- Ensure that the mission and vision of Scarlet Hope are carried out in Louisville under the care of Scarlet Hope, Inc.
- Responsible for the overall health and sustainability of Scarlet Hope Louisville
- Create and Drive strategic planning, business development, and fiscal operations

- Lead the Local Advisory Committee
- Implement the policies, procedures, and reporting mechanisms of Scarlet Hope within a local context
- Oversee department budget and perform related financial tasks (ex. Manage expenses, monthly department financial reports, etc.)
- Participate in monthly coaching with the supervisor

Development, Fundraising, and Community Relations

- Assist in raising the funds necessary for executing the mission of Scarlet Hope in Louisville
- Lead fundraising efforts effectively and passionately to mobilize people to give toward the mission
- Network and meet with donors to grow the influence and financial position of the organization. Build relationships with donors by showing appreciation and maintaining ongoing communication to keep donors in touch with the organization and up to date on current affairs.
- Represent Scarlet Hope in the community and network with existing ministries
- Meet with church partners and build influence within the church community

Desired Qualifications

- Bachelor's Degree
- Trauma-Informed Care Experience
- Leadership and Coaching Experience
- Training and Teaching background
- 3-5 years of senior management
- Experience effectively regionally and/or nationally leading/scaling a performance and outcomes-based organization

Qualities & Skill Expectations

- Innovative, entrepreneurial, and analytical spirit
- Strong written and verbal communication skills
- Excellent record-keeping and organization skills
- Collaborative and coachable
- Strong servant leadership
- Team player