



EXECUTIVE DIRECTOR

WINSTON-SALEM, NORTH CAROLINA

The Opportunity | Forsyth Jail & Prison Ministries (FJPM)

Through Christ's love and compassion, we are taught not to condemn, but to love. It is not only our civic duty to serve, but our calling as Christians to help imprisoned men and women find Jesus Christ through study, through counseling, through worship and through actions.

Founded in 1977, the Forsyth Jail and Prison Ministry has helped thousands of incarcerated men and women discover the true meaning of Christianity, and what it means to live as a Christian. Only through the help of hundreds of volunteers does this program work.

Mission: Forsyth Jail & Prison Ministries uses Christ's love and forgiveness to transform lives and break the cycle of crime and punishment.

The Community | Winston-Salem, NC

Winston-Salem's history began in 1753, when the first Moravians in North Carolina settled on 100,000 acres known as the Wachovia Tract. Their vision of creating a self-sufficient community made it a haven for entrepreneurs. Twentieth-century businesses, such as R.J. Reynolds Tobacco and Hanes Co., also shaped Winston-Salem by bringing remarkable wealth to the city and endowing it with an impressive list of institutions and foundations.

Today, Winston-Salem is the fifth largest city in North Carolina and home to six colleges and universities, including Salem College, Wake Forest University, UNC School of the Arts, Forsyth Technical Community College, Carolina University (formerly Piedmont International University) and Winston-Salem State University. The city is frequently ranked as one of the best places to live in the US and enjoys an excellent school system and low cost of living.



The city continues to build a diverse business base, including leading in nanotechnology research, finance, manufacturing—again reaffirming the city’s tradition of forging boldly ahead. With a strong and unwavering commitment to the arts, excellence in healthcare research and technology, and opportunities for specialized and advanced education, Winston-Salem truly is the City of Arts and Innovation.

Job Description | *Executive Director*

The Executive Director administers the programs, staff and volunteers of the Forsyth Jail and Prison Ministries at all its locations of service, and the community at large. The duties are in three main categories: supervision, administration, and community development. This is accomplished by planning events, directing programs, supervising staff, and coordinating the ministries' administrative operation. The Executive Director performs these and other assigned duties under the direction of the Personnel Committee, and the Board of Directors.

Supervision:

- Oversees and reports on the organization’s results for board of directors.
- Responsible for planning, organization, supervision, and direction of operations and programs.
- Consults with the principal officers of the institutions served in order to coordinate chaplaincy services and programs.
- Plans and directs meetings with staff members on a regular basis to discuss issues of morale, staff relations, professional development, job responsibilities, and evaluations.
- Plans staff retreats, educational and training opportunities, and professional enrichment experiences.

Administration:

- Coordinates the work of various committees of the board of directors.
- Interprets policies, procedures, and purposes of the board of directors to staff members, institutional staff, volunteers, churches, and the community.
- Reviews financial records, makes prudent financial decisions, and ensures compliance with the approved budget.
- Oversees management of the office and administration of funds.
- Provides institutional leaders with regular reports about the work and ministry of staff.
- Retains diverse, highly qualified staff and volunteers by providing support, growth, and personal development.

Community Development:

- Develops and promotes community awareness by speaking to churches, and community groups.
- Attends local conferences/gatherings on a regular basis.
- Consults, enlists, and supports area clergy, laypersons, and community leaders in an effort to support the operation and funding of the FJPM.
- Coordinates the planning, preparation, and carrying out of specific fundraising events with board members and volunteers.

- Ensures that funding relationships are strong and meet strategic objectives.
- Develops and nurtures relationships to all stakeholders to ensure that funding is strong and meets strategic objectives.

Qualifications

- Firmly grounded in mature Christian faith
- Demonstrates leadership and management skills
- Creative problem-solving skills
- Passionate about serving marginalized populations
- Adaptive to changes from outside forces of facilities and community
- Organized and works independently
- Delegates effectively
- Collaborative with diverse groups around a common vision
- Visionary that leads the organization to higher excellence

Education and Experience:

- Must possess a bachelor's degree; master's degree preferred. At least five years' management experience in non-profit, human services and/or similar organization.
- Computer software experience working with documents (MS Word, Google Docs, Adobe PDF), spreadsheets (MS Excel, Google Sheets), and presentations (MS PowerPoint, Google Slides)
- Experience posting content on social media such as Facebook, Twitter, and YouTube

[Click Here to Apply](#)

Forsyth Jail and Prison Ministries has retained Capital Development Services to assist with professional recruitment. Candidates should include **a cover letter, a resume, and a list of three references**. All material will be kept confidential. Additional inquiries may be directed to Jen Tozier at Capital Development Services, searchservices@capdev.com or 336-747-0133 x 208.