



"Empower, Equip, Excel"

Job Description Executive Director

Students of Achievement and Responsibility (SOAR) Mission Statement:

Soar is an empowering program that equips students spiritually, academically and socially with the opportunity to excel.

Our Goals:

- **Spiritual Growth**
- **Social Maturity**
- **Academic Success**
- **Exposure to positive opportunities & experiences**
- **Create a sense of Pine Bluff Pride**

The Ideal Candidate

The Executive Director will set strategy and vision, build the SOAR culture, lead the senior team, and allocate capital appropriately. Working along with the Board, the candidate will set important goals for the organization and work systematically to meet them.

The Executive Director will make it a priority to establish SOAR as a premiere program in Pine Bluff. He or she will assess and evaluate strategies, decide how the organization will differentiate itself from other like-minded programs in the region, and will hire teams, set budgets, forge alliances and build partnerships to further the mission. The ED will play a formative role in building the culture of SOAR with accountability and results so that the very best in the field find SOAR to be a solid program with verifiable success. Moreover, the ED will create a culture of Pine Bluff pride among the students that translates into future success for the Pine Bluff region. Finally, the ED will actively promote SOAR to build its financial reserves and goodwill. He or she will secure resources, budget and allocate funds appropriately and hold him or herself accountable for the financial health of the organization.

Core Responsibilities:

The Executive Director will:

- Uphold the mission and vision of the organization
- Implement strategic plans to secure necessary funding for the organization
- Manage SOAR's budget and ensure that SOAR is a financially viable, sustainable organization with the resources to meet current and projected program growth
- Ensure that SOAR is in compliance with relevant state and federal laws, regulations and standard accounting procedures
- Supervise the senior staff and play an active role in attracting, recruiting and retaining the best in their field to fill open positions at SOAR
- Participate in identifying and cultivating corporate, individual and foundation sponsors
- Represent SOAR to the community; cultivate excellent relationships with local media; provide oversight for SOAR's social media presence
- Reach out to the community to present SOAR, its vision and services through public presentations and by attending relevant business events, conferences and gatherings
- Coach, mentor and disciple the students of SOAR through regular interaction with them during SOAR operating hours M-TH 3:30-6:30pm
- Work closely with the Program Director and Student Life Manager to plan activities, structure daily schedules and write curriculum for the SOAR students
- Inform the Board regularly of internal organization matters, including relevant staffing, funding and program success and priorities

Key Credentials and Personal Qualities:

- Associate/Bachelor's Degree in Nonprofit Management, Business Administration, Finance, Economics or its equivalent
- History working with adolescents in a teaching, coaching, tutoring or mentor capacity
- 5-10 years successful senior leadership experience at a social impact organization
- Strong motivational and staff leadership abilities
- Excellent communication and presentation skills
- Sense of humor, integrity, impeccable work ethic
- Knowledge of basic computer skills such as Office Suite, Excel required

Application Process

Interested candidates should submit a resume and thoughtful cover letter, outlining how your skills and experience meet the qualifications of the position and how you heard about this search to Rebecca Pulla, acting Executive Director of SOAR at rebeccapulla.soar@gmail.com.