



Our Mission

Pathways to Promise collaborates with faith, spiritual, and non-spiritual communities to share resources that assess, educate and effect change to welcome, support, engage and include persons with mental illnesses and those who care for them.

Our Vision

People living with mental illnesses and those who care for them are welcomed and supported in all faith and spiritual communities.

Executive Director Job Description and Qualifications

The Executive Director is responsible for managing the organization and will report to the Board of Directors.

Duties include

- Overseeing the development of new programs and the maintenance of existing programs to support the organization's mission and vision.
- Hiring and managing all staff and/or consultants to assist in implementing Pathway's mission and vision.
- Creating and managing the fundraising and development program including maintaining relations with supporters and contributors.
- Developing the organization's strategic plan and annual budget
- Overseeing creation and execution of the organization's communications and marketing plan including overseeing websites for Pathways and Mental Health Ministries.
- Maintaining corporate records
- Overseeing administrative activities including personnel, accounting, financial reporting, banking, and the filing of all necessary tax reports
- Scheduling board and committee meetings including creating an agenda, providing reports for the board packets, and assistance with coordinating meeting logistics
- Will serve as the principal spokesperson for the organization.
- Other duties as directed by Board

Qualifications

- Experience running an organization or responsibility as the key person for managing a major program
- Ability to manage a small staff
- Excellent communication and interpersonal skills
- Entrepreneurial approach to building programs
- Track record of building programs to mission and vision of organization
- Strong interest around the intersection of mental health and faith
- Execute and implement programs within budget constraints
- Have a network of connections around which to build support for programs
- Ability to build bridges to create working collaboratives
- Experience as a Companionship trainer is a plus
- Comfortable working with different faith traditions

Physical Demands

The physical demands must be met by an employee to successfully perform the essential functions of this job. Pathways to Promise will provide reasonable accommodations to applicants and employees who need them for medical or religious reasons, as required by law.

Work Environment

Will work from home with a distributed team.

Must have access to reliable internet for communications including videoconferencing.

Able and willing to travel as needed to meet duties.

Equal Opportunity

Because Pathways to Promise seeks to serve all people in need of mental health support, we encourage a wide diversity of applicants including race, ethnicity, religion, gender (including pregnancy, sexual orientation, and gender identity), national origin, lived experience, disability, and age.