

## **Baptist Service Corporation**

### **Job Title: Pioneering Executive Director**

**Summary:** Under the direction of the Baptist Service Corporation Board of Directors, the Pioneering Executive Director shall provide executive leadership in building foundational organizational infrastructure, planning and implementing fund development and programming, and providing strong operational management.

**About the Baptist Service Corporation:** The Baptist Service Corporation (BSC) is a nonprofit community-based organization established in 1972 with its origins developing, owning and operating affordable senior housing serving the Wilshire-Koreatown neighborhood in the City of Los Angeles. Today BSC has broadened its mission to develop charitable work and support for vulnerable populations in central Los Angeles. <https://baptistservicecorp.org/>

**Mission of the Baptist Service Corporation:** To build good will in the urban community in central Los Angeles that will inspire neighborhood networking, and bring together the people, agencies, resources, administration and planning needed to create a more cohesive and effective service network and a community center that delivers programs to meet the needs of vulnerable populations while strengthening community support systems and healthy collaborative relationships.

In furtherance of its mission, BSC seeks to create the “Good Neighbor Network” and support programs that will build and inspire relationships that promote people being “Good Neighbors” in the spirit of biblical teaching; “Love your neighbor as yourself.” (Leviticus 19:18 and Mark 12:31).

**Position Overview:** The Pioneering Executive Director will initiate the inaugural organizational development of the BSC and the Good Neighbor Network in collaboration with the Board of Directors. The Executive Director shall be “pioneering,” bringing an entrepreneurial spirit, taking initiative as a self-starter, to build an embryonic non-profit organization under the direction of the Board of Directors. Key activities shall include:

- Formulating an organizational vision and implementation plan.
- Establishing and maintaining a fund development strategy and plan.
- Leading in community networking and program development.
- Hiring staff as appropriate to advance the “mission” and work of the BSC and the formation of the “Good Neighbor Network” and programs within a community center.
- Forging positive relationships with community groups, churches, services, institutions, and support systems and diverse stakeholders in central Los Angeles.

The Pioneering Executive Director shall fulfill three key areas of leadership:

1. Resource Development: Identify, develop, and coordinate key and ongoing resources, both monetary and in-kind, in the community, amongst resident churches, amongst resident social service agencies and amongst other potential non-profit partners, that

will build and sustain the services and ministries of BSC and the Good Neighbor Network and Center. This work involves both community networking, goodwill neighborhood deeds, and fundraising development.

2. Operational Management: Lead through building a non-profit charitable organization with both paid staff and volunteers who will execute organizational operations to carry out the mission of BSC and the Good Neighbor Network and Center.
3. Program Development: Forge and develop new services and ministries of BSC and the Good Neighbor Network and Center that care for vulnerable populations in the community grounded in current and emerging needs. Collaborate with existing service providers and ministries, leveraging resources and funding that will support good-will in the community and address issues of need and support for vulnerable or “at-risk” children, youth, families, seniors, and adults, while providing opportunities for public service.

**Roles and Responsibilities:** The Inaugural Executive Director shall fulfill the roles and responsibilities below:

Serve as Leader for the BSC and the Good Neighbor Network and Center:

- Forge a vision, network, and programs that practically fulfills the biblical command of “***Love your neighbor as yourself.***” (***Leviticus 19:18; Mark 12:31***)
- Manage day-to-day operations of the BSC and the Good Neighbor Network and Center, including administration, programming, development, human resources, financial management and strategic implementation of plans.
- Oversee the communication of the mission, vision, and programming of BSC and the Good Neighbor Center through social media, website development, public relations, speaking, and representation within the community and in churches and community service.
- Cultivate a work environment by recruiting, retaining, and supporting quality staff and volunteers.
- Follow guidelines of safe practices established by the State of California for hiring and for background checks and use of “livescan” for staffing and applicable volunteers.
- Engage with the BSC board in financial planning, forecasting, and analytical activities, ensuring alignment of financial plans with overall vision, strategy, and short and long-term goals.
- Foster effective teamwork of BSC Board and supportive staff.
- Foster effective teamwork of the Good Neighbor Network and Center’s staff, volunteers, and related partners and supporters.
- Identify, assess, and manage ongoing internal and external issues that affect the BSC and the Good Neighbor Network’s organizational health and vibrancy, including relevance to the community, matters of care and consideration, concerns of representation, and its overall effectiveness to the mission of the organization in being “Good Neighbors”.
- Develop and oversee an office with administration and program staffing within the building of First Baptist Church of Los Angeles; use of hybrid working can be arranged with people working in person and remotely.

**Provide Baptist Service Corporation Executive Staff Leadership:**

- The Pioneering Executive Director will be the key administrative staff person for the BSC.
- The Pioneering Executive Director would communicate the vision and development of the Good Neighbor Network and Center to the BSC Board.
- Work with the BSC board to facilitate and implement strategic planning.
- Ensure financial stability and sustainability by developing budgets and fund support in conjunction with the BSC board and with donor development and engagement.
- Identify, assess, and inform the BSC board of internal and external issues that affect the organization, including organizational relevance to the community and its overall effectiveness.

**Qualifications:**

- Bachelor's Degree from an accredited university; master's degree is preferred.
- Experience within and supportive of faith-based or religious non-profit organizations are preferable.
- Ten years' experience in progressively responsible roles and demonstrated high-level leadership success within non-profit organizations.
- A creative and entrepreneurial mindset with a proven track record facilitating and managing a strategic planning process, resulting in effective resource development, program development responsive to current and emerging needs, and long-term sustainability of organizational budgets.
- Training in Urban Sociology and Urban Studies preferred.
- Experience and strong familiarity with human and social services delivery, and knowledge of a multitude of issues and concerns in a highly urbanized context in Southern California, preferred.
- Awareness and appreciation of Baptist mission work will be helpful.
- Training and experience in Adaptive Learning and Planning Models.
- Personality qualities that reflect and embody a "Good Neighbor" character are desirable.

Salary commensurate with experience

Interested candidates should submit a cover letter and resume via email to [admin@baptistservicecorp.org](mailto:admin@baptistservicecorp.org) and directed to:

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