



A CENTER FOR GRIEVING CHILDREN, TEENS, AND ADULTS

EXECUTIVE DIRECTOR ~ COLUMBUS

Position Title: Executive Director
Position Status: Full-Time (40 hours per week)
Reports to: Chief Operating Officer

Overview:

The Executive Director for Cornerstone of Hope position provides a unique opportunity for a mission-driven, ministry-minded individual to make a meaningful difference in the lives of grieving children and families. They play a crucial role in providing executive direction for the daily operations of the Columbus office and in overseeing and managing the organization's counseling and support programs. Commitment to ensuring the delivery of compassionate support to individuals and families coping with the loss of a loved one is a must. Key responsibilities include designing and evaluating services, ensuring alignment with the organization's mission, and maintaining program effectiveness.

The Executive Director supervises and collaborates with a team of professionals, including counselors, social workers, support group facilitators, and administrative staff, to create a comprehensive and empathetic support system. In addition, this role also involves managing program budgets and cultivating partnerships with community organizations and stakeholders to enhance program reach and impact. Additionally, the Executive Director may be involved in fundraising efforts to sustain and expand services, contributing to the overall growth and success of the Cornerstone of Hope. Key Performance Indicators are integral to the role and will be clearly outlined in the final position summary upon hire.

Professional Skills Required:

- Bachelor's degree in business administration or a related field,
- Five years experience administering and supervising clinical programs, specializing in bereavement support services,
- Strong organizational and leadership skills, capable of supervising and managing personnel effectively,
- Strategic thinking with the ability to recommend alternative solutions, execute plans, and monitor outcomes,
- Empathy and the ability to provide compassionate care,
- Customer service-focused, bringing eagerness and energy to support individuals and families coping with loss,
- Excellent interpersonal and communication skills for effective engagement with clients, staff, and stakeholders; and
- Upholds the highest standards of professionalism and ethics.

***Salary range will be disclosed during the initial phone screen discussion.*



Job Responsibilities:

Team Leadership & Supervision (60%)

- Lead, manage, and mentor the clinical team to ensure high quality performance and effective and compassionate delivery of support services for individuals and families,
- Hold clinical staff accountable for attaining productivity requirements,
- Coordinate the efforts of the Mid-Ohio Traumatic Loss Response Team (MOTLRT) Coordinator to ensure the successful implementation and administration of the program,
- Direct the Office Coordinator in efficiently managing administrative tasks and ensuring the smooth operations,
- Collaborate with the Donor Relations Coordinator to cultivate and maintain positive relationships with donors, supporting the center's fundraising initiatives,
- Direct the Community Outreach Coordinator in formulating a business development plan to support referral initiatives; and
- Set clear performance standards and conduct regular performance management meetings with all reportees.

Community Outreach (20%)

- Coordinate community outreach efforts, fostering education, training, and partnerships to boost referrals.
- Organize community events and informational sessions to engage the public and provide grief support.
- Collaborate closely with healthcare professionals, community leaders, and stakeholders to extend the reach and impact of Cornerstone of Hope services.
- Participate in relevant meetings and conferences to stay abreast of community needs and resources.
- Manage data on outreach activities, including attendance, feedback, and community engagement.
- Analyze outreach effectiveness and identify improvement areas through regular reporting

Manage Core Programs (20%)

- Oversee Direct Cares Services to guarantee strict adherence to insurance and clinical certification requirements, ensuring the highest standards of service delivery and compliance.
- Manage the day-to-day operations of the Columbus office, providing comprehensive oversight, direction, and administrative support for all programs, and ensuring their effective implementation and alignment with organizational objectives.
- Manage Support Groups and School Groups, fostering a supportive environment for individuals and families in need of bereavement support.
- Direct the planning and implementation of memorial services and family workshops to provide meaningful experiences for those coping with the loss of a loved one, specifically tailored for the Columbus community.



Other Responsibilities (10%)

- Participate in the All-Hands-on-Deck/Lend-Me-a-Hand Policies as outlined in the COH PTO Policy,
- Collaborate with Board members, staff, and volunteers to enhance fund development efforts, including increasing revenue through strategic oversight of insurance reimbursement implementation, managing grant-funded programs, and actively participating in annual fundraising events to promote the success of the organization's work.
- Prioritize strategic initiatives, establishing timelines and milestones for quarterly goals, and conducting team meetings to ensure alignment with the organization's mission.
- Serve as an enthusiastic advocate and champion for our mission; and
- Perform other duties as assigned.

This job description demonstrates the general nature and type of work performed by an employee in this position. It is not designed to include or be interpreted as an exhaustive list of all duties, responsibilities, or qualifications required of employees assigned to this job.

Cornerstone of Hope is Ohio's leading provider of bereavement services and seeks candidates who feel called to work in a Christian, non-profit program that serves children, adolescents, and adults who seek grief support after the death of a loved one. Our vision is to create a world where no grieving person journeys alone! Cornerstone of Hope is based on the core values of Faith, Compassion, Commitment, and Passion.

Cornerstone of Hope is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment and will not be discriminated against based on race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, disability, age, pregnancy, genetic information, creed, citizenship status, marital status or any other consideration prohibited by law.