

JUST of DuPage Executive Director Search

JUST of DuPage is a Christian ministry that exists to share God's love and provide a range of programs to the men and women incarcerated in the DuPage County Jail in order to empower them to make positive changes in their lives.

We are seeking a new Executive Director.

The Director reports to the JUST board and to the Jail administration, and fulfills three primary roles:

1. Spokesperson and representative

The Executive Director will be personally committed to JUST's mission and able to express this mission in appealing and persuasive terms to the broad range of JUST stakeholders: staff, volunteers, donors, churches, jail administration, and community officials. The Director will be well-spoken, with a confident, poised, and professional demeanor. He/she will be able to form respectful and constructive relationships with Christians of various backgrounds and beliefs, members of other faiths, and persons of no religious faith. He/she will be comfortable working in the jail environment, and his/her interactions with inmates and their families will be characterized by a belief in the God-given dignity and worth of all persons.

2. Administrator

JUST is an active organization with four staff and more than one hundred volunteers, working in partnership with jail administration, the county sheriff's office, and other officials in the criminal justice system. The Executive Director will be a capable administrator, able to organize and lead JUST's operations, keep accurate records, and make effective decisions with regard to personnel, time, and budget (\$200,000). He/she will be able to select and clearly articulate priorities and ensure their timely completion. He/she will be an empathetic leader who values the contributions of each staff member and encourages their growth. The JUST workplace, under the Executive Director's leadership, will be joyful, efficient, and purposeful.

3. Fundraiser

JUST is a non-profit ministry that is supported by individual donors, churches, community organizations, and public funds. The Executive Director will devote considerable time and attention to cultivating donors, expanding JUST's donor base, and organizing fundraising programs. He/she must be comfortable explicitly asking for donations and able to convert interested persons into active financial partners in JUST's ministry.