



## CARE CHAMPION JOB DESCRIPTION

**Position Title:** Care Champion (CC)

**Reports To:** Board of Directors (BOD)

**Position Classification:** Full Time, Salary, Exempt

**Date Prepared/Revised:** \_\_\_\_\_

**Principal Function:** Gives leadership and support to the mission, methods, and goals of the organization. Embodies the values necessary to create a healthy culture and make possible care to be delivered, relationships made, and results reported and achieved.

### Experience and Essential Skills Required

- 3+ years of leadership experience in nonprofit organizations
- Exceptional emotional intelligence and interpersonal communication abilities
- Clear communicator with strong public speaking and presentation skills
- Ability to connect with diverse groups and individuals at all organizational levels
- Strategic thinking and program development expertise
- Proficiency in measuring and analyzing organizational metrics
- Comfortable using technology and familiar with various information management platforms, as well as Word, Excel, and PowerPoint.
- Ability to manage and motivate a team while fostering a collaborative and inclusive culture
- Trustworthy, Dependable, and Role models organizational values

### Personal Qualities Preferred

- Natural ability to inspire and motivate others
- Genuine enthusiasm for building a positive workplace culture
- High level of empathy and active listening skills
- Resilient and adaptable leadership style
- Creative problem-solving approach
- Authentic commitment to the nonprofit sector
- Bilingual

### Education Desired

- Bachelor's degree in nonprofit management, business, or public administration, or a related field
- Relevant certifications in positive psychology, coaching, or organizational development are a plus

### Key Responsibilities:

- Develop and implement a strategic plan that integrates the resources and expertise of business, faith communities, government, and nonprofits
- Oversee the execution and results of Resource Coordination, ensuring it is meeting goals and achieving results
- Conduct trainings and meetings to educate and equip staff and volunteers in their roles

- Develop and maintain systems for regular positive feedback and appreciation for all roles and achievements
- Lead initiatives to prevent burnout and compassion fatigue among staff and volunteers
- Provide the Board of Directors regular reports on organizational activities, progress toward goals, impact made, and challenges faced
- Represent the organization at community meetings, events, etc., as necessary to promote its mission, foster relationships, and forge partnerships

**I have read and understand this Job Description and will do my best to fulfill it, and will communicate with my Board of Directors if I cannot.**

Name: \_\_\_\_\_ Team: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_