

**Rhawnhurst Turning Point**  
**Executive Director: Full Time (40 hours)**

Role of Executive Director: To be the face and voice of Rhawnhurst Turning Point in the public arena; to grow donor development; address day to day needs of the center.

Salary: \$42,500, plus benefits

Responsibilities:

- Donor development and acknowledgement
- Fundraising
- Working with Finance Team to create yearly budget
- Community relations and networking (chamber of commerce, schools, churches, businesses, etc.)
- Preach/speak at churches/community groups to advertise RTP
- Program oversight and development (in consultation with other staff)
- Staff supervision and mentoring
- Recruit, schedule, train and coordinate volunteers (including background checks)
- Publications (newsletters, mailings, posters, website, etc)
- Special Events
- Be present at the Center at least once per week
- Fill in at Center in emergencies and scheduling gaps
- Oversee Homework Help, Drop-In and Hoffman Art Program
- Process registration paperwork for homework help and art students
- Coordinate Center holiday parties
- Oversee Center supplies: snacks, drinks, cleaning supplies
- Work with all contractors at Center, deal with security system, building emergencies, etc.
- Maintain contact with grant organizations to fulfill requirements of said grants

Requirements:

- Bachelor's Degree in field related to nonprofit administration
- Two or more years in non-profit organization experience
- Ability to supervise staff and volunteers
- Superior written and verbal communication skills (in particular, speaking to large groups)
- Experience working with youth and their families when organizing and problem solving
- Ability to focus on short-term details combined with long-term planning

**Description of Organization**

Rhawnhurst Turning Point is a 501(c)3 non-profit located in a storefront in Northeast Philadelphia whose mission is to provide a center for 6-12th grade youth where they can learn, grow, serve and have fun in a safe environment supported by caring volunteers and Christian Staff. Through programming that includes Homework Help, Drop-In Times, Art Classes, Christian Weekend Events, Service Saturdays, a Summer Program and more, we seek to support youth as they grow in every aspect of their lives: academically, artistically, relationally, socially and spiritually. Our programming is free and open to all 6-12th grade youth without discrimination.

Rhawnhurst Turning Point was birthed in 2007 when members of Redemption Lutheran and Rhawnhurst Presbyterian Churches came together with a desire to go outside their walls to meet the needs of 6-12th grade youth in the Rhawnhurst neighborhood. Turning Point opened on October 25, 2011, and since then has worked with over 225 unduplicated youth. While Christian in our mission and service, youth and volunteers of all faiths are welcome at Turning Point, as we seek to grow a supporting, encouraging, and caring community that helps youth succeed in their lives now, as well as in the future. We do this through the work of many volunteers, partnerships with other community groups and churches, support from individuals and local businesses, and the help of an active and committed Board of Directors. For more information on our programs and activities, please visit us at [www.RhawnhurstTurningPoint.com](http://www.RhawnhurstTurningPoint.com).

To submit a resume or for more information please email:

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