



Executive Director Position Description

Organization Overview

Heart of Clay is a faith-based nonprofit ministry dedicated to breaking the cycle of incarceration and addiction in Clay County, Minnesota. Founded in 2017, Heart of Clay provides faith-based programming in the Clay County Correctional Facility and operates Christian accountability transitional homes that support successful re-entry into society for men and women coming out of incarceration and addiction.

Since our founding, over 220 men and women have come through our three transitional homes. Our impact speaks for itself: 45% of those completing our 6-month program remain clean, 70% have remained free from incarceration, and 90% of those spending 12+ months in our homes have remained free from incarceration.

Heart of Clay is guided by Matthew 25:36 and Matthew 25:40, bringing the love of Christ to the incarcerated, their families, those recently released, and those serving in law enforcement.

Position Summary

The Executive Director will provide strategic leadership and operational oversight for Heart of Clay, reporting directly to the Board of Directors. This position requires a passionate, faith-driven leader who can advance our mission while managing fundraising, marketing, program development, and day-to-day operations. The ideal candidate will have a heart for ministry to the incarcerated and recently released, combined with strong business acumen and fundraising expertise.

Key Responsibilities

Strategic Leadership & Governance

- Partner with the Board of Directors to develop and implement annual and long-term strategic vision and goals
- Ensure alignment of all programs and operations with Heart of Clay's Christian mission and values
- Provide regular reports to the Board on organizational performance, challenges, and opportunities
- Develop and monitor annual budgets and financial plans

Fundraising & Development

- Assist in the completion of the public phase of a capital campaign focused on stable housing and administrative infrastructure
- Develop and implement comprehensive fundraising strategies to ensure long-term sustainability
- Cultivate relationships with individual donors, churches, foundations, and corporate partners
- Write grant proposals and manage grant reporting requirements
- Organize fundraising events including Sweet Freedom, Giving Hearts Day and donor appreciation activities

Marketing & Community Relations

- Increase community awareness of Heart of Clay's mission and impact
- Serve as primary spokesperson for the organization
- Develop marketing materials and manage website/social media presence
- Build partnerships with churches, community organizations, and stakeholders
- Coordinate with volunteer coordinator to expand volunteer engagement

Staff & Administration

- Supervise and support Ministry Director, Housing Director, and support staff
- Work closely with Ministry Director to ensure effective program delivery and participant outcomes
- Recruit, train, and manage volunteers for various programs
- Foster a positive, faith-centered organizational culture

Financial Management

- Manage annual operating budget and ensure financial sustainability
- Oversee financial controls and reporting systems
- Work with Finance & Administration committee on budget development
- Ensure compliance with 501(c)(3) requirements and maintain tax-exempt status
- Maintain records and ensure compliance with all regulatory requirements and best practices

Required Qualifications

- Bachelor's degree in business, nonprofit management, social work, ministry, or related field or 5 years demonstrated relevant experience
- Strong personal Christian faith and commitment to Heart of Clay's mission
- Demonstrated ability to lead and drive a successful organization
- Demonstrated success in fundraising and donor cultivation
- Demonstrated excellent written and verbal communication skills
- Demonstrated organizational and project management abilities
- Demonstrated ability to work collaboratively with board, staff, volunteers, and community partners
- Valid driver's license and ability to pass background check

Preferred Qualifications

- Experience working with vulnerable populations, preferably in corrections or addiction recovery
- Experience in development including capital campaigns and major gift solicitation
- Knowledge of Clay County community and resources
- Background in pastoral ministry or chaplaincy
- Understanding of criminal justice system and reentry challenges

Compensation & Benefits

Competitive salary commensurate with experience. This is an in-person position requiring flexibility in schedule to accommodate evening and weekend activities as needed.

How to Apply

Interested candidates should submit the following materials or any questions via email to info@heartofclay.org

- Cover letter expressing your faith journey and calling to this ministry
- Current resume detailing relevant experience
- Three professional references (including at least one pastoral reference)

Applications will be reviewed on a rolling basis beginning January 27, 2026 until the position is filled.