



# Riverbend Family Ministries



## Executive Director Position Announcement

*Join a collaborative team lifting families  
and strengthening our community.*

**Send resume and cover letter to:**

**hiring@my-rfm.org**  
by January 30th

**my-rfm.org**

# About RFM

Riverbend Family Ministries (RFM) is a collaborative nonprofit organization dedicated to supporting individuals and families in crisis throughout Madison County, IL.

Through a unique model that brings multiple nonprofit partners together under one roof, RFM provides holistic, dignity-centered support addressing immediate basic needs while promoting long-term stability and self-sufficiency.

## The Opportunity

RFM is entering an exciting new chapter and seeks a dynamic, mission-driven Executive Director to lead the organization forward. This role offers the opportunity to steward a strong collaborative model, deepen community partnerships, and guide strategic growth while honoring RFM's family-first values and commitment to excellence.

## Position Summary

The Executive Director provides the overall leadership, strategic direction, and daily management for RFM. This role is best suited for a dedicated, visionary, and community-oriented individual who excels at building relationships, inspiring others, and implementing strategies to advance organizational goals.

As the ED you will collaborate with the Board of Directors and staff to develop and execute plans that strengthen RFM's impact, ensure sustainability, and promote organizational growth.

## In-House Partnerships



# Core Competencies

- A collaborative, people-centered leader who builds trust, inspires teams, and fosters strong partnerships across organizations and the community.
- A strategic and detail-oriented thinker who creates strong operational foundations and translates vision into clear, actionable plans.
- A confident and compelling communicator with the ability to engage the public, represent the organization with credibility, and build broad community support.
- A leader grounded in integrity, reliability, and sound judgment, capable of navigating complex decisions with care and accountability.
- A passionate advocate for underserved populations, committed to addressing the root causes of housing instability and poverty and transforming lives through meaningful, lasting change.

## Qualifications

- Demonstrated senior leadership experience in nonprofit management, human services, social services, or a related field, with responsibility for organizational strategy and operational decision-making.
- Experience overseeing programs serving individuals and families experiencing homelessness, housing instability, poverty, or related crises.
- Experience with government grant administration, including compliance, reporting, performance measurement, and coordination with public funders, strongly preferred.
- Proven ability to lead program management using data-driven approaches, outcome tracking, and continuous quality improvement.
- Strong understanding of systems impacting homelessness and social services, including housing, income supports, public benefits, and community-based resources.
- People-centered leadership approach with demonstrated ability to support, develop, and retain staff while fostering collaboration, accountability, and mission alignment.
- Demonstrated ability to lead professional teams, collaborate across multiple nonprofit partners, and engage effectively with public agencies, funders, and community stakeholders.
- Bachelor's Degree or higher with 5+ years' experience in a related field

## Our Approach



### Welcome

Every person who walks through our doors is met with kindness, compassion, and a safe sanctuary.



### Partner

We match the needs of every client with the resources they need, often under the same roof.



### Support

We holistically support the person and their family and prioritize long-term sustainability.



# Key Responsibilities

## **Leadership & Strategy**

- Provide executive leadership to advance RFM's mission and strengthen its collaborative, human services-focused model.
- Partner with the Board of Directors to set priorities, assess performance, and guide long-term planning informed by data, community needs, and best practices in social services and homelessness response.
- Serve as a visible and credible leader within the human services sector, representing RFM with public agencies, funders, nonprofit partners, and community leaders.

## **Program Oversight & Human Services Leadership**

- Provide executive oversight of RFM's Client Service Department and collaborative service model, ensuring alignment with evidence-based practices in social services, housing stability, and homelessness prevention.
- Ensure high-quality, client-centered services that address immediate needs while supporting long-term stability and self-sufficiency.
- Oversee program design, implementation, and evaluation using data-driven practices and continuous improvement.
- Ensure compliance with public and private funder requirements, including reporting and performance expectations tied to government and grant-funded initiatives.
- Stay informed on trends, policies, and best practices related to homelessness, poverty, trauma, and human services systems.

## **Fundraising, Grants & Public Funding**

- Provide strategic leadership for diversified funding streams, including individual giving, foundation support, corporate partnerships, and government grants.
- Oversee or support government grant administration, including compliance, reporting, and data collection.
- Work closely with the Development Director and Board to align fundraising strategies with program priorities and measurable outcomes.
- Build strong relationships with public agencies, funders, and institutional partners supporting human services and homelessness-related initiatives.

## **Governance, Data & Organizational Management**

- Ensure strong organizational governance, transparent reporting, and effective Board engagement.
- Prepare and present clear, data-informed reports on program outcomes, funding performance, and organizational health.
- Use data to inform decision-making, strengthen services, and demonstrate impact to funders and stakeholders.
- Ensure compliance with all legal, ethical, and regulatory requirements related to government-funded programs and social service delivery.





# SERVING MADISON COUNTY

RFM is centrally located in Wood River, IL  
providing convenient access for those in need.

## Salary & Benefits

Compensation for the Executive Director includes a competitive salary commensurate with experience **(\$75,000–\$105,000 annually)** and a comprehensive benefits package, including health insurance, retirement plan with employer match, and paid time off.

## To Apply

Interested applicants should submit a resume and cover letter to [hiring@my-rfm.org](mailto:hiring@my-rfm.org) by January 30th.

RFM is an Equal Opportunity Employer and is committed to fostering a respectful, inclusive workplace.

