



Our mission is to mobilize the Church to transform lives and communities In the Name of Christ

### Job Description

**JOB TITLE:** Executive Director

**JOB SUMMARY:**

- Position provides direction, leadership and hands-on support toward the achievement of the vision and mission of Love INC.
- Implements the strategic goals and objectives.
- Assists the board of directors in fulfilling their governance function.
- Oversees the operation and improvement of all programs, services and initiatives.
- Supervises the Clearinghouse Coordinator and staff.
- Position is currently 30 hours per week. Hours are flexible to accommodate work activities outside of the office.

**SUPERVISORY RELATIONSHIP:**

Position reports to the Board of Directors.

**ESSENTIAL FUNCTIONS OF THE JOB:**

- Provide spiritual leadership and maturity and commitment to one's own faith walk.
- Show professionalism, ability to keep confidentiality, and discretion.
- Supervise the Love INC Clearinghouse and all other programs of the ministry.
- Develop growth strategies for staff and volunteers as appropriate.
- Assess ministry impact.
- Effectively manage human resources, ensuring sound administrative practices, personnel policies and procedures.
- In partnership with the Board, represent Love INC and promote the organization to churches, agencies, and supporters.
- Support the operation of the board of directors by advising and informing board members of ministry activity, issues and accomplishments.
  - Prepare a monthly report for board meetings.
- Maintain working relationships with area pastors, churches, agencies and community.
  - Provide effective, regular communication with all constituents.

- Coordinate churches and community resources to respond to client needs.
- Meet with pastors and church leaders to help them understand the ministry.
- With board help, serve and nurture partner churches.
- In partnership with the Clearinghouse Coordinator, recruit, train and care for volunteers.
- Be familiar with expectations of the Love INC National Headquarters. Serve as primary liaison.
- In partnership with the Board, responsible for fundraising.
  - Participate in planning fundraising events.
  - Help coordinate events and provide follow up.
  - Facilitate use of historic records and volunteer contacts.
- Acknowledgement of givers.
- Oversee financial operations and the facility.
  - With Board assistance, recommend yearly budget.
  - Prudently manage resources within budget guidelines according to current laws and regulations.
  - Acknowledge givers.
- Develop new initiatives and partner with other organizations as appropriate.

#### **PERFORMANCE REQUIREMENTS AND QUALIFICATIONS:**

- Personal relationship with Jesus Christ and believes in the Apostles' Creed
- Preferred experience in one of the following: management, social work, organizational leadership, ministry, or related field
- Prior leadership experience.
- Excellent verbal and written communication and interpersonal skills. Willing to speak to large groups. Exhibits professional respect for others.
- Experience supervising paid staff and/or volunteers necessary.
- Management skills including problem solving, planning and organizing, interpersonal sensitivity, adaptability, and dependability.
- Strong team player and able to work independently and take initiative.
- Strong decision-making skills including: discernment, confidence, assertiveness, courtesy and tact.
- Ability to teach and influence others.
- Able to handle multiple tasks under time pressure.
- Knowledge of and ability to use a variety of office equipment, and proficient with internet communications.
- Commitment to the church and its mandate to serve the poor as an agent of transformation.
- Ability to acquire a thorough knowledge of Love INC's purpose, policies and procedures.