



Job Description Executive Director

Schedule: Full time, Exempt

Reports To: Board of Directors

Summary: The Executive Director (ED) is charged with supporting the Board of Directors in meeting the mission of Flat River Outreach Ministries.

Salary: Competitive salary and benefits

Qualifications:

Education and Experience:

- Minimum-Five (5) years of office work experience, at least two (2) years in a management/leadership role
- Preferred – College degree and non-profit organization leadership experience

Personal Qualities:

- Have received Jesus Christ as his/her personal Savior.
- Be a Christian role model in attitude, speech and actions toward others.
- Exhibits passion and commitment to service.

Other Knowledge, Skills and Abilities

Minimum:

- Demonstrates effective verbal, written, and interpersonal communication skills with the ability to comfortably interact with diverse populations.
- Demonstrates ability to work collaboratively in a team-oriented environment.
- Strong customer-service orientation; all actions are rooted in providing excellent customer service.
- Demonstrates behaviors consistent with the mission and values of the organization and treats others with respect and dignity.
- Demonstrates accountability, including, but not limited to: confidentiality, timely follow-through; meeting deadlines; attention to detail; using resources efficiently prioritization, etc.
- Demonstrates competency with a standard desktop and Windows-based computer system, including a solid understanding of work processing, spreadsheet utilization, email and internet, as well as the ability to use other software as required to perform the essential functions of the job.
- Ability to maintain the pace and workload of a busy office executive, including multi-tasking, local travel and public appearances.

Responsibilities:

Community Relations/Advocacy:

- Ensure increased community awareness and understanding of FROM and its goals and services. Establish relationships to help achieve the goals of the organization.
- Oversee development and distribution of all organizational marketing and donor development.
- Identify and take opportunities to expand FROM networking with other local non-profit agencies, and continually seek out opportunities for personal community involvement to gain recognition as a "Face of FROM".
- Fundraising and donor relationship building and asks.

Revised October 2019

Job Description Executive Director (continued)

Financial Planning and Management:

- Oversee daily, weekly, and monthly financial operations through regular communication with Treasurer.
- Responsible for budget completion of each year, including coordinating/performing budget preparation activities.
- Coordinate activities for audit preparation.
- Responsible to ensure that grant applications and grant reports are completed in a thorough and timely manner, meeting all applicable deadlines.
- Oversee organization compliance for example with all legislation covering taxation and withholding payments.

Operational Planning and Management:

- Oversee the efficient and effective day-to-day operation of the organization to meet the expectations of clients, donors and Board.
- Provide support to the Board by preparing meeting agenda and supporting materials.
- Ensure that personnel, client, donor and volunteer files are securely stored and privacy/confidentiality is maintained.
- Maintain active knowledge and involvement in organizational initiatives through a variety of means.
- Oversee building use and maintenance.
- Participate with the Board of Directors in developing a vision and strategic plan to guide the organization.

Program Planning and Management:

- Oversee the planning, implementation, and evaluation of programs and services and ensure that the programs and services offered by the organization contribute to the organization's mission and reflect the priorities of the Board
- Monitor the day-to-day delivery of the programs and services of the organization to maintain or improve quality.

Human Resources Planning and Management:

- Coordinates employment processes in conjunction with the Personnel Committee
- Regularly seek out opportunities to personally interact with volunteers to express thanks and appreciation for their support to the success of FROM.
- Implement the yearly employee review process and the coordination of employee's personal development plans.
- Handle all staff discipline and oversee volunteer discipline if needed.
- Skilled in conflict management and resolution.

Risk Management:

- Identifies and evaluates risks to the organization and implements measures to control risks.

Self-Presentation:

- General physical and verbal disposition must match FROM's invitational and approachable mission, exemplifying relational, physical, mental and spiritual health.
- Specific physical abilities should include capacity to lift up to 25 lbs, as well as vision and maneuver unassisted.