



POSITION DESCRIPTION

Title: Executive Director

Summary:

The Executive Director is responsible for administrating and supervising a non-profit organization, including staff, operations and procedures, departmental ministries and budgets, special events, donor and community relations, ministry and facility expansion, corporate finances, and any other matters related to the oversight of a non-profit entity.

Supervision and Accountability:

The Executive Director reports directly to Board of Directors as chief executive officer.

Essential Duties and Responsibilities:

- Perform duties as required or assigned depending on workload or requirements.
- Cast and implement team vision and strategic planning for the non-profit organization.
- Cultivate prospects and enlist contributors to continually expand the donor base.
- Solicit new gifts and regular or one-time contributions to the General Fund and projects.
- Challenge, appreciate and communicate with existing and prospective donors.
- Pursue grants from foundations and contributions from corporate or local sponsors.
- Strategize and prepare for designated giving and planned giving development.
- Study, brainstorm and employ traditional and creative avenues for fundraising.
- Oversee, develop and evaluate all fundraising events and activities with teams.
- Motivate, direct, equip, evaluate and affirm staff for effective ministry to people.
- Plan and lead staff meetings focused on teamwork, cooperation and ministry goals.
- Encourage personal growth, build relationships and promote unity of purpose with staff.
- Influence, lead, serve and raise funds alongside the Board of Directors and Committees.
- Enlist and appreciate an active team of volunteers alongside staff and the Directors.
- Increase exposure and raise community awareness by networking and marketing. (Citywide Ministry Network)
- Challenge and motivate people to respond to ministry needs and opportunities.
- Cultivate relationships with pastors and churches in the Greater Modesto area.
- Maintain integrity and confidentiality with staff, the Directors and the public at all times.
- Make administrative decisions as needed to perform duties and responsibilities.
- Attend Monthly Board Meetings

Additional Duties:

- Develop a team of prayer partners to intercede for staff and ministry opportunities.
- Pray regularly with staff and Directors about needs, opportunities and ministry to people.
- Evaluate the effectiveness, performance, remuneration and benefits of staff.
- Expect and evaluate to ensure effectiveness, efficiency, quality, frugality and longevity.
- Active role in recruiting at hiring summer staff.
- Prepare and present a regular oral and written ministry report to the Board of Directors.
- Interact and work regularly with every Board Committee and its Chairperson.

- Network with organizations and leaders working with the disabled and their families.
- Set the standard for spiritual, moral, relational and organizational excellence.
- Communicate expectations and evaluate individual and ministry objectives.
- Perform any other duties assigned by the Board of Directors.
- Promote Joy Sounds Choir.

Qualifications and Requirements:

- Demonstrate any combination equivalent to experience and education that is required.
- Demonstrate the required knowledge, skills and abilities to effectively perform this job.
- Minimum high school diploma and college degree or equivalent experiences.
- Demonstrate experience, effectiveness and ability working with non-profit organizations.
- Demonstrate an ability to think discerningly, speak articulately and write clearly.
- Demonstrate an ability to communicate effectively with people by radio and television.
- Demonstrate an ability to build and guide teams with vision and commitment.
- Demonstrate an ability to lead, supervise, motivate, appreciate and inspire people.
- Demonstrate any ability to represent and speak on behalf of a non-profit organization.
- Demonstrate an ability to communicate ministry opportunities and needs.
- Demonstrate experience and ability with computer skills and software.
- Demonstrate experience and ability with professional office procedures.
- Agree with Statement of Faith, Bylaws and Mission Statement.
- Agree to adhere to guidelines set forth in Employee Handbook.

Licenses:

Valid California Driver's License.

Salary:

Dependent upon qualifications.

Personal Characteristics and Qualities:

- Lives as a witness and reflection of our Lord Jesus Christ.
- Has an understanding and knowledge of the Word of God.
- Enjoys spending time alone with God in Bible study and prayer.
- Demonstrates a positive attitude and speaks appropriately with people.