

His Love Family Resources (HLFR)

Projected Job Description/Policies

Executive Director (ED)

General Description:

The Executive Director is the officer primarily responsible for planning and directing the day-to-day affairs of His Love Family Resources. He/she is responsible for first-line supervision of all areas of primary leadership in administration, finance and promotion, personnel, and program areas with a view toward implementing the mission and goals set by the Board of Directors.

Reports to: His Love Board of Directors; will have a performance review at least annually.

This position will be for 20 hours a week with a minimum of 8 hours on site at the Center during open hours.

Education and/or Experience Required

- Bachelor's degree or life experience in a helping field or non-profit organization
- Training in leadership/ management desired.

Qualifications

1. Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord along with willingness to do His will in the ministry
2. Exhibit strong commitment and dedication to the pro-life position, the sanctity of life, abstinence and Biblical family values
3. Positive and empowering outlook that fosters commitment to a common vision and promotes teamwork
4. Organizational skills: ability to effectively orchestrate activities of self and others.
5. Familiarity with non-profit organization financial management and fund raising
6. Ability to understand financial statements and to develop financial projections and budgets
7. Exhibit skill in interpersonal relations and people management.
8. Experienced in conflict resolution and counseling, listening and expressing the love of Christ with a non-judgmental attitude, including for people facing various life challenges such as unplanned pregnancy, addiction and poverty.
9. Able to effectively represent His Love Family Resources in churches, public meetings, and the media
10. Adept at using computers and the Internet, as well as quickly learning new applications, hardware, and social media as needed to ensure the Center's effectiveness and efficiency. Current tools used by the Center include MS Word, MS Publisher, Google Calendar, Facebook Groups, Facebook Page, WordPress, Instagram, and Ekyros pregnancy center software.
11. Demonstrates the ability to maintain personal, professional, and spiritual balance and health and encourages or helps enable co-workers to do the same

Major Areas of Responsibility

1. Vision and Mission Management

Works effectively with the Board of Directors, key staff and volunteers, to assess, develop, implement and impart the Vision, Mission and Values of His Love Family Resources.

- ❖ Within Center operations
 - Ensures that the Mission is carried out on a daily basis through policy enforcement, programming, relationships, prayer and the personal commitment of all staff and volunteers
- ❖ Outside Center operations
 - Represents His Love Family Resources at churches, community activities and among partner organizations as the major liaison between the ministry and the public

2. Program Management

Directs and Oversees His Love Family Resources programs and services.

- ❖ Oversees and (as needed) personally provides client services such as parent classes, peer counseling etc.
- ❖ Sets priorities for the Center's use of budget and staff/volunteer time
- ❖ Ensures that all policies and procedures are relevant and implemented by staff and volunteers
- ❖ Educates all staff and volunteers of pertinent policies and procedures as needed
- ❖ Ensures accurate record-keeping and client statistics
- ❖ Works with social services agencies, government, business and local churches to determine the needs of our community and assure best and unduplicated services are being offered to our clients as appropriate for our mission, vision and values.
- ❖ Ensures that all programs are cost effective and well managed
- ❖ Oversees the maintenance of the referral list and the resource information for client advocates.
- ❖ Reviews client files, client advocate summaries, and offers suggestions and encouragement to client advocate volunteers

3. Personnel Management

- ❖ Identifies need for and assures effective recruiting and selection of staff and volunteers
 - Establishes and reviews job descriptions and personnel policies
 - Conducts interview/hiring processes for volunteer staff
 - Makes recommendations to the Board for additional paid staff, and cooperates with the Board in the hiring processes for paid positions
 - Makes changes in positions or responsibilities (with Board staff, and volunteer input) that adapts and grows with the organization structure and overall goals of the ministry
 - Ensures that all new employees meet at least the minimum established requirements for the job and that all labor laws and practices are followed as required
- ❖ Provides consistent supervision and support for all staff and volunteers
 - Communicates, affirms, prays, and plans with staff members
 - Ensures effective scheduling and utilization of staff and volunteers
 - Trains new employees and volunteers and conducts in-service training as needed
 - Conducts annual performance reviews
 - Provides opportunities for staff and volunteer development and enrichment

- Applies appropriate discipline in a constructive, healing, godly manner
- Assists Assistant Director with expressing appreciation for volunteers

4. Operations Management

- ❖ Formulates and oversees operational policies and procedures needed for efficient operation of the Center:
 - Sound risk management policies, including adequate insurance coverage
 - Accounting, payroll and cash management systems
 - Appropriate personnel policies and systems for staffing
 - Appropriate space management plans
 - Appropriate use of technological systems
- ❖ Manages requests for building usage
- ❖ Oversees the cleaning and maintenance of the building and grounds as well as the acquisition of new equipment and furnishings
- ❖ Oversees the official calendar of events

5. Fiscal Management

Oversees financial health and viability of His Love Family Resources:

- ❖ Consults with Treasurer in October to revise budget and create projections for the coming year
- ❖ Assures that a clear and accurate accounting system is maintained, allowing the Board to monitor HLFR's finances and operations in relationship to the approved budget and to make informed financial decisions
- ❖ Oversees expenditures for budgeted expenses and purchase requests
- ❖ Ensures that receipts for financial and pantry donations are given in a timely manner.
- ❖ Supervises the Treasurer and/or Bookkeeper to ensure that accurate reports on the organization's financial position are provided at each bi-monthly meeting of the Board.
- ❖ Leads HLFR toward consistent and measurable improvement while remaining within the annual budget

6. Development and Advancement

Cooperates with Board and the Administrator of Advancement to establish, direct and oversee implementation of Development goals and activities, and to coordinate recordkeeping

- ❖ Vision Sharing and Marketing
 - Initiates new contacts through personal contact and regular verbal and written communication.
 - Guides revenue-generating activities
 - Oversees the development and subsequent revision promotional materials used in presenting HLFR to clients, community and churches
 - Oversees publication of quarterly newsletters
- ❖ Partner Care
 - Oversees regular communication with church liaisons
 - Endeavors to make consistent connections with monthly donors

7. Developing a Partnership with the Board

- ❖ Communicates regularly to the Board on activities of and necessary revisions to programs, services and policies with reports at each regular meeting of the Board as well as annually
- ❖ Informs Board members in a timely manner of any fiscal, personnel, or programming emergency
- ❖ Serves as a member of designated Board committees as mutually agreeable between the Board and ED
- ❖ Understands the separate roles of ED and Board, working together with the Board chair and Board members to lead as a team
- ❖ Develops the relationships between the Board and key leadership staff
- ❖ Implements all Board policy subject to the requirements of the By-laws and Mission statement, and in accordance with state and federal law as it applies to non-profit ministry
 - Assures insurance is adequate for Board, programs and facilities
 - Understands and follows to the best of his/her knowledge federal and state laws pertaining to the organization
 - Works with the Board to ensure full compliance
 - Assists the Board with new Board member recruitment

8. Promoting Dependence on God's Direction and Provision

- ❖ Meets regularly for prayer with staff and volunteers during hours of operation
- ❖ Prays with clients as the Spirit leads
- ❖ Keeps Prayer Partners informed and finds ways to encourage prayer support

9. Public Relations

- ❖ Works closely with the Board to promote public awareness of the ministry through advertising and church relations
- ❖ Maintains a positive professional reputation in the local community and is a good ambassador
- ❖ Maintains a working relationship with agencies, physicians, churches and organizations that refer clients or accept referrals from HLFR

The above describes the general nature of this position and is not an exhaustive list of all duties requirements, responsibilities it entails.