

Date: 2017

Position Title: Director of Churches United, Inc

Immediate Supervisor: Executive Committee Designated Supervisor

Receives work direction from: Executive Committee

Salaried Employee: Approximately 20 hours per week (16 in office and 4 as needed for community and meetings)

Purpose of Position:

The Director is responsible for the day to day operations of the local Churches United office through supervising volunteers; managing the office; coordinating financial operations and fundraising. The Director also provides information to member churches encouraging them to provide volunteers and financial resources to meet the emergency needs of homeless and low-income people in a prayerful way. It is the overall charge of the Director, working with the Executive Committee to plan and lead all activities in order to carry out the short and long-range mission of Churches United. These activities will consist of a program of planning, public relations and charitable giving concepts.

Qualifications:

The Director should:

- Have heartfelt empathy for the poor and disadvantaged.
- Agree with and can articulate the mission and ministry of Churches United.
- Possess experience both as a volunteer and a volunteer coordinator.
- Be able to work with and take direction from the Executive Committee.
- Be able to work independently on a daily basis, make decisions, and be able to multi task.
- Be able to effectively coordinate routine personnel, office, and financial responsibilities.
- Demonstrate good written and verbal communications, negotiation, and teaching skills.
- Be able to relate to a wide variety of people of different religious beliefs, ages, educational levels, temperaments, races, and backgrounds.
- Have a good understanding of human motivation and behavior.
- Have experience with word processing, power point, quick books and database computer skills.
- Experience in applying for grants.
- Possess strong organizational skills with attention to detail and accuracy.
- Have excellent customer service orientation and consistent follow-through.
- Team-focused and solution-oriented in providing clear direction to others.
- Possess good people listening skills in a pleasant and professional manner in person and over the telephone.
- Be able to recognize and maintain appropriate levels of confidentiality.
- A four-year degree in counseling or business administration or equivalent years of experience.
- It is preferred that this employee be an active, participating member of a Christian Church.
- Pass background checks.

Responsibilities:

- Help clients per existing guidelines. Advocate for clients with vendors. Combine resources of other agencies to help clients. Refer clients to other agencies for help when appropriate. See that clients are treated with respect and dignity always.
- Attend regular meetings of the Executive Committee and our Board of Directors to keep them abreast of developments, issues, and concerns that may require attention or action.
- Give accurate reports on goals, operations, disbursements, networking, and other activities of Churches United.
- Make recommendations to the Executive Committee for changes and improvements to policies, procedures, forms, and other materials to be used by Churches United.

- Carry out policies and other decisions made by the Executive Committee and the Board of Directors.
- Recruit, interview, train, schedule, and supervise volunteers from the Member Churches as well as giving recognition for volunteer services. Maintain updated volunteer list and distribute.
- Work with the Executive Committee, and others to provide a safe working environment both for volunteers and clients.
- Administer the financial and operational aspects of Churches United in cooperation with the treasurer.
- Work cooperatively with representatives of Social Service organizations, local businesses, churches, and government agencies to promote a good working relationship between Churches United and our community.
- By instruction and example, maintain confidentiality of clients, volunteers, board members, and others associated with Churches United.
- Work with the Executive Committee and the Board of Directors to set measurable goals and objectives which are mutually reviewed annually. The director will also have an annual review.
- Create a newsletter quarterly and distribute it to member churches
- Coordinate fundraising activities as needed.
- Apply for funding grants when the opportunity or necessity arises.
- Initiate public relations efforts throughout the area served by Churches United.
 - o Contact each member church and make an offer to speak to each member church at least once a year.
 - o Attend community non-profit meetings.
 - o Prepare and distribute press releases when an opportunity presents itself.
- Seek opportunities for professional development.
- Order office supplies.
- Fill in when volunteers are absent.
- Provide new or prospective members with past minutes, by-laws, articles of incorporations, and policies as needed.
- Corporate records -
 - o Prepare and maintain all corporate records and review those of the Treasurer, in cooperation of the Executive committee.

Employees must conduct themselves in a manner that is consistent with and supportive of the mission and purpose of Churches United.

The responsibilities listed above are representative responsibilities intended to describe the general nature and level of work performed by a staff member assigned to this position. It is not intended to be an exhaustive list of responsibilities and qualifications required of this position. Failure to perform the above duties and responsibilities may result in appropriate disciplinary action or discharge for cause which may include public conduct which is inconsistent with the principles and goals of Churches United.

Physical Demands:

- Ability to work evenings or weekends as necessary.
- Able to see, speak, hear, and respond to parishioners, volunteers, staff, etc.

I have reviewed this job description and agree that it is representative of the responsibilities of my position. I understand that, as the organization's needs change, my job description will change.

Employee signature _____ Date _____

I have reviewed this job description and agree that it is an accurate representation of the responsibilities performed in this position.

Executive Committee member's signature _____ Date _____