



Job Description: Executive Director

Adopted May 1, 2022

POSITION DESCRIPTION
Full time: 40 Hours/week or Part time
Reports To: Board of Directors
FLSA (Fair Labor Standards Act) Status: Non-Exempt Salary
Pre-employment Testing: Background check prior to hire
Probationary Period: 90 days or less from date of original hire
Salary/Pay: Full time salary starting range is \$50K-\$65K, proportionately reduced for part time., bonus compensation can be earned and will be discussed during the interview process.

ORGANIZATIONAL OVERVIEW – MISSION AND CORE VALUES:

The mission of Serve The City:

To pursue unity and health in Christ that leads to collaborative efforts of prayer, care, and share to win our city for Christ.

The Core Values of STC:

- Christ-centered
- Congregational based
- Community focused
- Collaborative
- Service-oriented
- Culturally transformative
- Sustainable

Our Statement of Faith:

- We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
- We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit.
- We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
- We believe that for the salvation of lost and sinful people, regeneration by the Holy Spirit is absolutely essential.
- We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
- We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
- We believe in the spiritual unity of believers in our Lord Jesus Christ.
- We believe that God has established the sanctity and companionship of marriage for a man and woman and intends the bond of marriage to last a lifetime.

POSITION SUMMARY:

The Executive Director of Serve the City is responsible for the operation, growth, and development of Serve The City in Linn County.

QUALIFICATIONS:

- Possesses a strong faith, and strong desire to serve the Kingdom of God.
- A Bachelor's degree in a related field or equivalent related experience is required. A Master's degree in a related field is preferred.
- Administrative experience in client relations, board relations, human resources, financial management, donor relations and community support for three years or more is preferred.
- Employment or volunteer not-for-profit experience for two years or more is preferred
- Strong written and verbal communication skills are required. This includes effective public speaking.
- Demonstrated ability to provide leadership and support a team of employees and to mobilize large groups of volunteers is required.
- Knowledge of geographic region is a positive consideration

RESPONSIBILITIES:

1. Leadership & Management (Internal)

- A. Works with the Board to develop a strategic plan and establish goals and objectives to ensure the strategic plan is carried out in alignment with the Mission and Core Values of Serve The City.
 - a. Keeps Board President informed of significant events on a timely basis.
 - b. Attends all Board of Director meetings and provides Board members with a summary report of Serve The City activities and events.
 1. In conjunction with the Financial Oversight Committee, oversees and ensures accurate and current financial records are maintained and reported to the Board of Directors each month.
 2. Oversees the development of statistical reports and conveys these to the Board of Directors.
- B. Develops, reviews and revises Serve The City's policies and procedures to ensure a smooth and orderly operation.
 - a. Monitors the day-to-day delivery of the programs and services to maintain or improve quality – ensuring they meet professional standards
 - b. In conjunction with the Care Network Oversight Committee, oversees the selection and effectiveness of Care Network employees.
 - c. Determines staffing and volunteer needs for Serve The City programs and ministries
 1. Develops an organizational structure which ensures employees' talents and time are best utilized to carry out Serve The City's mission
 2. Oversees the recruitment, orientation, development, appraisals, and training of employees/volunteers.

2. Communication & Community Relations (External)

- A. Deepens and refines all aspects of communications—from web presence to external relations with the goal of visibly demonstrating the love of Christ to our neighbors in East Central Iowa
 - a. Oversees the development, review, and revision of a marketing plan, including promotional materials used to present Serve The City to clients, potential and current donors, area churches, and community members.
- B. Promotes Serve The City enthusiastically and clearly to the local community, which includes churches, Christian non-profits, and community groups
 - a. Develops and maintains an ongoing relationship with area pastors, churches, and like-minded organizations to ensure optimal promotion of Serve The City's mission.

- b. Provides pastoral care and encouragement to ministry leaders across a wide spectrum of traditions and roles.
 - c. Represents Serve The City with the media.
 - d. Identifies and communicates Serve The City's position regarding relevant legislation.
3. Finance & Fundraising (Sustainability)
- A. Works with the leadership team to develop an annual budget, which is presented to the Board of Directors for approval.
 - a. Oversees implementation of budget.
 - b. In conjunction with the Financial Oversight Committee, helps maintain financial records, & reporting.
 - B. Expands the financial resources of the program, develops fundraising activities, and cultivates private support with ongoing donor care.
 - a. Establishes Fundraising Committee:
 1. Plans, schedules, and conducts major fund-raising efforts, direct mail pieces, newsletters, etc.
 2. Plans and develops a schedule to meet with area churches and businesses regarding financial contributions
 3. Develops an ongoing pledge program to inform, energize and cultivate individual donors around Serve The City's needs and the value of their contributions.

CHARACTERISTICS AND COMPETENCIES:

Evangelism (Heart)

- Live out a vibrant walk with Jesus; knows our city, and has a passion to see our city reached for Christ
- Possess core biblical convictions, while showing authentic appreciation and honor of different traditions
- Possible previous pastoral and/or ministry experience

Leadership & Management (Internal)

Establish Trust

- Show consistency with your principles & values
- Model & inspire high levels of integrity
- Communicate across constituencies without compromising the integrity of the message.
- Understand community issues relevant to the ministry
- Support efforts to improve stewardship

Build Realistic Plans

- Understand Serve the City's (STC) Strategic vision
- Translate goals into specific tactics and objectives to support STC's vision
- Identify and obtain resources needed to accomplish team or work group objectives
- Establish clear, realistic time times for accomplishing goals.

Communication & Community Relations (External)

Establish Relationships

- Be open and friendly to put people at ease. Show genuine interest in the needs and concerns of others
- Build relationships with STC members and community partners
- Cultivate networks of people across a variety of functions and locations
- Leverage networks to get things done

Collaboration & Teamwork

- Foster the development of a common vision
- Build collaboration by establishing, communicating, and reinforcing shared values
- Provide clear direction and define priorities
- Appropriately involve others in decision and plans that affect them
- Invite and build upon the ideas of others

Finance & Fundraising (Sustainability)

Act Strategically

- Desire to learn the vast knowledge necessary to implement a successful organizational strategy.
- Develop a vision and strategy for STC consistent with its role in successfully winning our community for Christ
- Integrate organizational strategies to achieve and sustain relevance in the community
- Pursue initiatives to capitalize on strengths and opportunities, and to counter missional threats
- Create strategies to balance short-term requirements with long-range development plans

Influence

- Generate enthusiasm for ideas by tapping into shared values
- Anticipate reactions or positions of other interested people
- Know whom to involve and when; build coalitions or alliances
- Ensure that your position addresses other's needs and priorities
- Win support from others; get them to take action