

Job Description: Executive Director



POSITION DESCRIPTION

Full time: 40 Hours/week

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 competitive and commensurate with experience

ORGANIZATIONAL OVERVIEW

Our Mission:

To honor Christ by providing ministry resources which meet the unfulfilled needs of our community through a unique church network. To provide transformational ministry that not only meets physical needs, but connects callers to a faith community and ultimately a personal relationship with Jesus Christ.

Our Core Values:

- Christ-centered and God honoring
- Faith in action
- Community focused
- Collaborative
- Compassionate & Caring
- Culturally transformative
- Sustainable

POSITION SUMMARY:

The Executive Director of Care Network is responsible for the operation, growth, and development of Care Network in Linn County. The Executive Director demonstrates a personal relationship with Jesus Christ as Savior and Lord and is an active member of a local church. As Executive Director, you agree with and will uphold the Statement of Faith and Core Values in your daily work.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Leadership and Vision

- Create and communicate the overall vision and mission of Care Network in partnership with the Board of Directors, ensuring plan and execution of all activities to support the mission and vision.
- Works with the Board/Leadership Team to develop financial and strategic plans, and establish goals and objectives to ensure the strategic plan is carried out in alignment with the Mission and Core Values of Care Network.
- Create and propose annual strategic, operating, marketing and financial plans for Board approval and successfully implement.
- Shows consistency with personal principles and values; models and inspires high levels of integrity
- Understands community issues relevant to the ministry
- Values collaboration and teamwork
- Provides clear direction and defines priorities
- Appropriately involves others in decision and plans that affect them

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Communication & Community Relations

- 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 Cedar Rapids Community
- Promotes Care Network enthusiastically and clearly to the local community, which includes churches, Christian non-profits, agencies and community groups
- Builds relationships with Care Network partners
- Cultivates networks of people across a variety of functions and locations
- Monitor all external media including website, social media and news outlet opportunities.
- Represent Care Network publicly in the community, particularly to media, community agencies and governmental organizations.

Finance & Fundraising

- Works with the leadership team to develop and implement an annual budget, which is presented to the Board of Directors for approval.
- Expands the financial resources of the program, develops fundraising activities, and cultivates private support with ongoing donor care.
- Creates strategies to balance short-term requirements with long-range development plans

QUALIFICATIONS:

- Possess 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.
- 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 regions is a positive consideration.

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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 and that together we can impact the community as we actively live out our Biblical values.
- We believe that the Biblical definition of marriage is between one biological male and one biological female in a single, exclusive union, as taught in Scripture.
- We believe that human life begins at conception and is an act of God
- We believe that the biological male or female sex of every human being is assigned to him/her, by God alone, prior to conception and birth.