

JOB DESCRIPTION EXECUTIVE DIRECTOR

The Director of SVCM is responsible for all administrative and daily operational activities of the Ministry. The position reports directly to the Board of Directors. Work involves directing, planning, organizing, coordinating, and controlling the Ministry (business) within the scope of policies established, and authority delegated by the Board of Directors.

1. Administrative/Fiscal Responsibilities:

- a. Implement policies and directives and evaluate their effectiveness.
- b. Provide leadership in developing programs and financial plans.
- c. Attend Board of Directors' and Executive Committee Meetings.
Provide to Board of Directors, major activities, accomplishments, and future plans; and accurate monthly and annual statistical reports of clients' assistance and expenditures.
- d. Ensure that members of the Board of Directors are notified prior to meetings.
- e. Supervise office administration—record keeping, distribution of reports, purchases and use of equipment and supplies. Maintain official records and documents (client, administrative, fiscal, correspondence, etc.)
- f. Initiate official correspondence and executive legal documents as appropriate.
- g. Make financial decisions regarding client needs and office expenses.
- h. Coordinate the building and grounds maintenance with the Building and Grounds Manager
- i. Fill in as needed in any position or job that is required.

2. Volunteers

- a. Oversee the recruitment, training, and scheduling of volunteers (intake, clothing, food, miscellaneous, etc.) This would also include recruitment of Board of Directors.
- b. Maintain professional and harmonious working atmosphere with and among volunteers to encourage teamwork to accomplish the mission of the Ministry.
- c. Coordinate social activities to show volunteer appreciation.

3. Service to Clients:

- a. Set tone for interaction/treatment of clients in a manner that is professional, balancing compassion and reason. All interactions should witness both Christian love while encouraging financial independence/stability as much as possible in making determinations.
- b. Make decisions concerning client financial assistance, referrals to other agencies, ministries, pastoral counselors, etc. Meet individually with clients as necessary
- c. Serve as intake person in absence of volunteer and in situations of client overload.
- d. Ensure that a trained volunteer interviews clients in a professional manner, maintaining confidentiality of information.
- e. Ensure that children are appropriately supervised by parents/care givers and taking appropriate action with parents when adequate supervision is not provided.

4. Personnel:

- a. Provide supervision of the SVCM staff members, initiating job duties and maintaining an up-to-date description of position—determining needs and coordinating hours of work with these employees.
- b. Regularly scheduled staff meetings.

5. Public Relations:

a. Serve as Public Relations Director (liaison between Ministry and community) to recruit churches, organizations, and community involvement to encourage church board representation, financial involvement, volunteer support, donations of food, clothing, and other outreach opportunities with the Ministry. Coordinate annual community worship service.

b. Work with the SVCM marketing employee to help create brochures and other information to share with the community as a means of community awareness. Strive to bring a better awareness and involvement with the community concerning the good work of the Ministry and the needs.

c. Serve as Fundraiser for Ministry by attending worship services at different churches, meeting with pastors, organizations, etc., through speaking engagements, and correspondence to contributors and potential contributors to maintain income sufficient for the Ministry operation and service to the clients.

d. Work with any event committees for Walk for Your Neighbor and Deck the Trees to help ensure these events are successful. Assist in any other events that benefit the Ministry to ensure staff and volunteers are aware of what is happening.

6. Grant Writing Proposals

a. Find and apply for grants throughout the year.

b. Maintain monthly reports on all grants received.

c. Complete final reports

d. Make proposals needed for certain churches, the Town of Black Mountain, civic organizations for funding.

7. Hope for Tomorrow Ministry

a. Work closely with the Hope for Tomorrow Case Manager to provide a stable, reliable source of support and insight, meeting regularly as a team.

b. Enforce rules and regulations for the HFT program and step in to provide leadership and discipline in serious situations.

c. New Family Intake: Answer phone calls/inquiries from new potential residents, schedule and lead first-level interview with potential residents with interview committee, and schedule move-in day.

d. Write and present grants specific to Hope for Tomorrow with input from HFT staff.

e. Work closely with the Hope for Tomorrow Resident Manager for all maintenance issues.