



JOB DESCRIPTION – Chief Executive Officer

POSITION TITLE: Executive Director

POSITION SUMMARY: Responsible for planning, implementing, and supervising Thermal Belt Outreach Ministry (Outreach) operations based on community need. The position ensures that policies and procedures are in place that support the agency's mission and meet all applicable standards and regulations. The position is responsible for maintaining a high quality of services, employees and volunteers, physical facilities, fiscal integrity, and Outreach's reputation in the community. The position is also responsible for developing and maintaining a sustainable revenue stream to fund Outreach. This position fulfills the mission of Outreach under the direction of the Board of Directors.

SALARY RANGE: \$50,000 -\$70,000

PRINCIPLE RESPONSIBILITIES of the Executive Director:

MANAGEMENT

- Direct the day to day activities of Outreach in a responsible, business-like manner to accomplish the mission of Outreach and carry out the duties and requirements that may be assigned by the President and the Board of Directors.
- Ensure proper management of Outreach funds, including providing oversight to budget issues, ensuring operations in accordance to board approved budgets and sound fiscal management principles.
- Ensure the preparation of annual budgets providing accountability for funds entrusted to Outreach.
- Ensure Outreach policies and procedures are followed and that such policies and procedures are up-to-date and appropriate for Outreach operations.
- Keep the President fully informed in a timely manner on all issues affecting personnel, finances, and operations.
- Participate actively with other related community agencies, businesses, churches, civic groups, schools, and the community at large to develop and maintain cooperative working relationships that support Outreach goals.

PROGRAMS & SERVICES

- Develop, plan and implement suitable client service activities based on clients' needs, ensuring clients are treated respectfully and with dignity.
- Coordinate the support services necessary for assisting the clients.
- Ensure that all standards, best practices and laws are met which are applicable to overall serving clients and working with volunteers.

- Initiate and direct the development and implementation of policies and procedures.
- Ensure a safe environment on Outreach property for clients, volunteers and staff and for the implementation of safe practices throughout the facilities and all outside Outreach sponsored activities.
- Ensure effective development and implementation of screening and evaluation procedures for the programs, clients, volunteers and employees.
- Maintain effective relationships with other agencies in the region that provide services to individuals in need, including but not limited to: Manna, DSS, Polk County schools, etc.

STAFF RELATIONS

- Supervise employee performance including hiring, dismissals, and evaluations.
- Recruit both professional and non-professional staff; facilitate their orientation and any necessary in-service training, including full understanding of their job requirements.
- Ensure written job descriptions exist for all employees and volunteers.
- Develop and manage a sound wage and benefits structure in accordance with applicable laws, best practices for non-profits and available financial resources.
- Provide annual performance evaluation for all employees.
- Keep staff and volunteers informed in a timely manner on Outreach activities, plans, policies and procedures as well as situations that may impact the normal operation of Outreach.

BOARD RELATIONS

- Carry out policies and procedures as established by the Board of Directors.
- Report, interpret situations, and make recommendations to the Board of Directors concerning all aspects of Outreach operations.
- Prepare, with the President of the Board, the agenda for regular board meetings.
- Attend Board meetings and Board committee meetings, unless otherwise directed by the Executive Committee or Board of Directors.
- Provide information in a timely manner to the Board regarding status of contributions, expenditures and pending purchases.
- Report regularly to the Board about progress toward organizational objectives, financial status of the organization, and other issues of concern to the Board.

COMMUNITY RELATIONS, EDUCATION, MARKETING, & FUNDRAISING

- Develop and implement strategies that will achieve necessary funding for Outreach to accomplish its mission for the needy in Polk County, including:
 - Maintenance of donor and community confidence and support for Outreach.
 - Coordination of ongoing activities to update the donor database in a timely and accurate manner.
 - Development and implementation of strategies to identify and reach potential donors.
 - Preparation of grant applications for foundations and other funding sources.
- Develop and implement communication strategies for the organization and the needs of its clients to the public.
- Maintain effective ongoing relationships with Polk County's opinion leaders, news media and churches.

- Prepare and disseminate information to increase public awareness of and build support for Outreach.
- Perform other duties as deemed necessary by the Outreach Board of Directors.

RESPONSIBLE TO: The President of the Board and the Board of Directors

SUPERVISES: All paid and volunteer personnel