



Mission: *To mobilize local churches to transform lives and communities In the Name of Christ.*

Executive Director

Reports To

Love INC of South Wood County Board of Directors

Purpose

- Give direction and leadership toward the achievement of the vision and mission of Love INC.
- Implement the strategic goals and objectives of Love INC.
- Empower the Board of Directors to fulfill its governance function.

Hours

Full-time

Salary

\$42,000 - \$47,000 annually, depending upon qualifications and experience.

Profile

A ministerial position responsible for carrying out Love INC's mission. A passionate and compassionate self-starter eager to serve others. Personable and motivating, able to build trust and buy-in from leaders and volunteers. An ambassador of Love INC and an advocate for others. Strong management skills including communication, organization, and a track record of follow-through. Attentive to details and sensitive to the ethnic and denominational diversities of clients and churches we serve.

Responsibilities

- Provide spiritual leadership and exhibit spiritual maturity, integrity, and a commitment to personal transformation.
- Cultivate and nurture relationships with area pastors, churches, community agency directors and staff, and the business community. Meet on a continuing basis with pastors and church leaders to help them understand their ownership of, and involvement in, the Love INC Ministry.
- Effectively manage human resources (staff and volunteers), ensuring sound administrative practices, human resource management, personnel policies, and procedures.
- Oversee the Love INC Connection Center, program operation, and ministry impact, to include supervision of all staff and volunteers. Develop growth strategies as appropriate.

- Represent Love INC and promote the organization's vision, mission, and ministry accomplishments to churches, agencies, donors, and the community.
- Oversee the development, delivery, and quality of all programs, services, and initiatives. Oversee monitoring and evaluation of ministry impact.
- Prudently manage all resources within budget guidelines according to current laws and regulations.
- Support the operation and administration of the Board of Directors by advising and informing board members of ministry activity, issues, and accomplishments.
- Participate with the Board of Directors in developing and implementing an annual fundraising plan.
- Develop new initiatives to fulfill the mission and vision of the organization as appropriate.
- Lead devotions and prayer as needed during staff meetings, ministry meetings, and trainings.
- Serve as the affiliate's primary liaison with Love INC National.

Qualifications

The following knowledge, skills, and abilities may be acquired through a combination of formal education, self-education, prior experience, or on-the-job training.

- Personal relationship with Jesus Christ and agreement with the Apostles' Creed.
- Bachelor's degree or equivalent experience in management, social work, organizational leadership, ministry, community development, or related field.
- A minimum of three to five years of leadership experience.
- Comfortable working and praying with Christians from many denominations.
- Skilled in presenting to small and large groups.
- Skilled in recruiting, networking, building relationships, and building teams/team atmosphere.
- Ability to effectively manage a wide array of tasks, projects, and responsibilities.
- Reliable and adaptable.
- Organized and detail-oriented.
- Excellent record keeping and planning skills.
- Excellent verbal and written communication and interpersonal skills.
- A strong team player and able to work with a variety of people, but also possess the ability to work independently and take initiative.
- Ability to teach and influence others.
- Commitment to the Church and its mandate to serve our neighbors in need as an agent of transformation is essential.

To Apply

Submit a cover letter, 3 references, and resume to Donna Dewitt at donna.dewitt@charter.net.