

JOB DESCRIPTION

EXECUTIVE DIRECTOR

(Full-time salaried)

POSTION DESCRIPTION:

Administration of all Project Hope, Inc. operations and services to include the recruitment, training and supervision of all volunteer and paid employees; and conducting the agency's fund-raising efforts.

QUALIFICATIONS:

- 1) Active communicant member in good standing of a Lutheran church.
- 2) A minimum of five (5) years successful experience in one or more of the following areas of church and/or community services:
 - a. A congregation of a Lutheran church, preferably a setting which has included a strong social ministry or human services emphasis in any vocation status.
 - b. A Christian, non-sectarian or public social service agency in which the candidate has proven skills and abilities in community organization and community development.
- 3) Excellent communication skills.
- 4) The desire and ability to work in partnership with the Board of Directors in fostering the agency's functions as a social ministry arm of the Lutheran churches in the metro Omaha area.
- 5) Demonstrated abilities in the areas of agency administration, mission interpretation and fund raising.
- 6) A working knowledge of Quickbooks and ServicePoint experience preferred.

SUPERVISION: Responsible to the Board of Directors through its President.

PRIORITIES OF RESPONSIBILITIES:

- 1) Administration of all Project Hope services and ministries.
- 2) Procurement and payment of services provided to Project Hope necessary for daily operations.
- 3) Recruitment, training, and supervision of paid and volunteer staff, fostering good relationships, positive attitudes, initiative, creativity and professional growth.
- 4) Develop and execute fund raising campaigns and grant proposals.
- 5) Plan and execute a year round community education program on our mission and ministry.

- 6) Create and distribute regular and special reports to the Board of Directors on all phases of Project Hope activity.
- 7) Monitor the effectiveness and quality of our services from the perspective of our clients.
- 8) Maintain relationships with community social service agencies.
- 9) Manage in-kind gifts.

For more information, or to submit your resume, please contact susieties@hotmail.com.

Edition 8/2017