

**JOB DESCRIPTION: EXECUTIVE DIRECTOR,
KOUNTZE COMMONS COMMUNITY OUTREACH CENTER (KCCOC)**

KOUNTZE MEMORIAL LUTHERAN CHURCH

2650 Farnam Street Omaha, NE 68131

Kountze Commons Community Outreach Center (KCCOC) is seeking an Executive Director to advance its mission to “Feed the Hungry, Heal the Sick, and Tend the Soul.” KCCOC was founded by the congregation of Kountze Memorial Lutheran Church to house the non-proselytizing, community facing congregational ministries of the food pantry and the Healing Gift Free Clinic as well as to foster and host/house collaborative partnerships with other providers dedicated to community health and well-being in our region. This position will continue to grow the ongoing vision to engage with community partners at a strategic, accessible location to provide food assistance, primary health care, behavioral health care and social services to some of the most vulnerable citizens of our community. This person would continue to build community through education, outreach, and the arts, informed by the mission of the Community Center. As a non-proselytizing mission of Kountze Memorial Lutheran Church, we value all people as created in the image of God and therefore do not discriminate, withhold, or exclude our services on any basis.

Position Description

The overall responsibility of the Executive Director of KCCOC is to advance, oversee and develop the mission of the KCCOC, which is to “Feed the Hungry, Heal the Sick, and Tend the Soul.” Responsibilities of this position include:

- Communicate and collaborate with the various ministry partners affiliated with KCCOC as guided by the mission statement of KCCOC. This work shall include providing support to the volunteers of the KCCOC and Kountze Memorial Lutheran Church ministries as they seek funding, resources and/or outreach to sustain and strengthen the respective ministries.
- In consultation with the Senior Pastor of Kountze Memorial Lutheran Church, lead all fundraising activities, program development, community outreach, messaging, engagement, and stewardship on behalf of the various missions and ministries associated with Kountze Memorial Lutheran Church. These activities include proposal and grant writing in support of raising funds for the remaining \$1.1 million debt retirement for Kountze Commons Capital project, proposal/grant writing, reporting and stewardship in support of the Food Pantry, the Weber Healing Gift Free Clinic, Kountze Commons, estate planning, as well as special capital and program gifts and appeals.
- Serve as a member of the KCCOC Board of Directors with voice and vote. Network to incorporate the mission of KCCOC both among the lease holders of the KCCOC building and external organizations in the wider nonprofit sector of the Omaha Community.

- The Executive Director will invite lease-holders and any other ministry partners to regular meetings to improve communication and identify mutual needs.
- The Executive Director will be the point person responsible for coordinating all KCCOC community outreach, continually seeking opportunities for maximum use of the KCCOC space.
- The Executive Director will not be responsible for managing facilities, leases, or upkeep of the building (2665 Douglas Street).
- Respond to requests for presentations and information from internal and external parties to enhance public awareness of KCCOC and be the key point person to coordinate the use of the KCCOC common space.
- The Executive Director shall be considered an employee of Kountze Memorial Lutheran Church with responsibility to report to the KCCOC Board and Senior Pastor.

Job Skills and Abilities

This position requires:

- A strong like-minded interest in the mission and vision of KCCOC to serve humanity and help meet the needs of the marginalized of our community.
- Strong writing, verbal communication, leadership, organizational and interpersonal skills.
- Bachelor's degree required.
- Technical, persuasive and/or creative writing experience essential.
- Fundraising and grant writing experience preferred but not required.
- Ability to work well with others as individuals or in group settings and participate collegially with staff and the public.
- Ability to work some evenings and weekends to attend occasional meetings and events.
- Proactively seeks other partners and opportunities to make the facility accessible to community organizations.

Salary range \$60-80,000, with additional benefits, commensurate with experience.

Please send all inquiries and application (cover letter, CV, and brief description of how you would support the mission of KCCOC and Kountze Memorial Lutheran Church) by July 1, 2023 to:

The Rev. Stephen Griffith, Interim Senior Pastor
 2650 Farnam Street
 Omaha, NE 68131
steve@kmlchurch.org
 402-341-7761