

# **WLWC Executive Director Job Description and Contract**

## **General Summary and Objectives**

The Executive Directors duties and responsibilities include administrative duties to ensure efficient operation of our nonprofit organization. Supports the board of directors and employees through a variety of tasks related to organization, communication, and finances. He/She is responsible for the implementation of goals, objectives, policies and plans developed/established by the Executive Board for WLWC, cooperating with the Board in fulfilling its governance function, and providing leadership and overall management direction of the Arrows Program:

## **Qualifications:**

- At least 21 years old
- Have a valid driver's license
- Pass an extensive background check
- Have a college degree/equivalent work experience
- Have experience in managing an office or work experience of similar nature
- Complete the application, interview, and screening process

## **Skills:**

- Have excellent communication skills
- Have Experience with Microsoft Office Suite or Google Apps (Spreadsheet, Google Drive, Docs, etc.)
- Have excellent organizational skills
- Is self-motivated

## **Executive Director duties and responsibilities:**

- Cooperates with the WLWC Executive Board in governance.
  - Assists the Board in strategic planning, developing objectives and goals, annual planning (including budgeting and program development), and in policy development.
  - Implements goals, objectives, policies, annual plans set by the Board and incorporates them into the daily operations of the organization.
  - Interfaces between Board and staff and other center constituencies.

- Provides information and reports regarding administration and operations to keep Board informed (financial, programmatic, public relations, HR, etc.) as requested by the Board. This includes reports and projections regarding changing facility, staffing, financial situations, and plans for facilitating and accommodating change and growth in these areas. Advises the Board of any problems that may affect the organization's stability and growth and offers possible solutions.
  - Informs the Board of problems or anticipated problems so that the mission of the organization may be carried out effectively.
  - Prepares for Board Meetings, handling related logistics.
  - Provides information and reports regarding administration and operations to keep Board informed (financial, programmatic, public relations, HR, etc.) as requested by the Board.
  - Informs the Board of problems or anticipated problems so that the mission of the organization may be carried out effectively.
- Supports organization's mission through program, service and product development and delivery.
    - Ensures that the WLWC Arrows Program is provided with appropriate support systems and responsive, quality service in the areas of program services, human resources, development, accounting, and related administrative functions necessary to promote the organization's mission in the community and to provide excellent client services.
    - Researches community needs in areas pertinent to the mission of the organization.
    - Develops a plan (cost, timeframe, resources needed, needs that are met, relationship to organization's mission) for programs, services, and products that support the mission and meet client needs and follow appropriate guidelines (governmental, organizational, professional, etc.), such as Board expectations, Commitment of Care and Competence, budget, laws, etc.
    - Implements/executes plans, evaluates effectiveness, and makes changes as needed and appropriate.

- Ensures quality and other standards are met in the implementation/execution, provides the best possible services, products, and programs to service client needs and supports the organization's mission.
  - Fosters relationships with our current sponsors and future potential sponsors to increase the desire to donate and support WLWC.
  - Answers and directs communications involving all aspects of WLWC.
  - Organizes and schedules appointments and meetings
  - Produce and distribute correspondence memos, letters, forms, and payroll
  - Plans and manages facility and facility resources.
  - Ensures appropriate, accurate, and relevant recordkeeping and reporting.
  - Ensures the development of forms, documents, reports, manuals and other materials necessary for the efficient and effective operation of the organization: client forms/materials; volunteer forms/materials; recruiting, hiring, training and operation forms and materials (job descriptions, performance reviews and employee handbook); financial reports; promotional and educational materials.
  - Follows policies and procedures and complies with all legal and organization restrictions and guidelines, including confidentiality, retention of information, employment law, budget, etc.
- Fosters growth and stability of the organization, including fundraising, PR, and marketing.
    - Attends webinars, workshops, etc. to promote growth and sustainability (ie. as provided by Levy and Associates, the Dream Center, and other organizations recruited to coach and minister to our organization.)
    - Serves as major representative of the organization to the staff, donors, the community and other center constituencies.
    - Develops and suggests plans for growth to the Board. Implements effectively and efficiently plans/programs approved by the Board.

- Develops a plan for marketing to inform external constituencies about the organization and foster support (PR and financial) for the organization's mission.
  - Communicates and interacts with other community organizations (churches, help/aid agencies), governmental agencies and leaders, general community, media, donors, and prospective donors for the purpose of educating and fostering good relationships and support.
  - Networks with other life-affirming organizations toward fulfilling a common vision.
  - Oversees fundraising, planning and execution consistent with Board objectives.
  - Adheres to appropriate/applicable policies and procedures, regulations and restrictions (governmental and organizational), including fundraising solicitation regulations, budget, etc.
  - Assists in seeking/applying for grants to sustain the Arrows program.
- Responsible for the administration and management of the organization's resources.
    - Plans, organizes, directs, and controls the day-to-day operations of the organization. Analyzes needs of the organization for daily operation and develops plans to meet the dynamic needs of the organization.
    - Ensures recruitment of volunteers and employees to fulfill Board approved plans, according to appropriate guidelines, such as Board approved budget.
    - Ensures the training of volunteers and staff to promote the mission, provide quality services, successfully execute the responsibilities of their positions and follow appropriate regulations, policies and procedures. Provides enrichment and growth (personal and professional) opportunities.
    - Supervises or oversees the supervision of volunteers and staff in the execution of their responsibilities for the efficient and effective carrying out of the organization's mission. Provides timely informal and formal performance evaluation/feedback/goal setting.

- Creates a culture/office atmosphere that encourages openness, honesty, trust, respect, Christian reconciliation/restoration/unity.
- Demonstrates strong servant leadership by supporting and promoting harmony and a ministry of restoration/reconciliation modeled after Christ's example; serving clients and volunteers effectively and lovingly, and supporting and promoting WLWC's vision and mission...Vision: For White County to become a thriving community/ Mission: To transform White County by cultivating relationships. Performs special projects or tasks as assigned by the Board.
- Works closely with the Arrows program directors and Executive Board to ensure continuity of the program, establishes best practices for serving the youth and their families, and provides many opportunities for youth and family engagement in order to build trusting, lasting relationships.

This job description is designed to provide guidelines and direction for accomplishing program, organizational, regional and individual goals and objectives. It covers the primary responsibilities and activities involved in the effective execution of this position. It is not meant to be all encompassing or all-inclusive.

### **We Love White County is an Equal Opportunity Employer**

It is the policy of We Love White County to provide equal opportunity in employment to all employees and applicants for employment. No person will be discriminated against in employment because of race, color, sex, age, national origin, disability, military status, or any other characteristic protected by applicable federal or state law.

### **We Love White County Statement of Faith**

We believe the Bible is the Word of God and the authority over Christian life. God is three in one (the Father, Son, and Holy Spirit). He is ever-present and powerful. Jesus is the son of God, fully God and fully man. He died on the cross as a sacrifice for our sins. Salvation is achieved through Him alone. The Holy Spirit indwells those who have faith in Christ. We are created in His image and are loved by God.

**Pay**

Executive director will be paid a \$50,000 employment package, including a stipend for insurance and retirement benefits.

We Love White County Arrows Program appreciates your interest in becoming an Executive Director.

By signing below, I agree to fulfill the position of Arrows Executive Director as outlined above.

Please initial each of the following:

\_\_\_\_\_ After completing the orientation, I agree to follow all Arrows program guidelines and understand that any violation will result in suspension and/or termination of the director position.

\_\_\_\_\_ I understand that We Love White County Arrows Program is not obligated to provide a reason for their decision in accepting or rejecting me as a coach/volunteer.

I understand that I must return all of the following completed items and must be on file with We Love White County before I can begin my duties with the Arrows program :

- All policy forms signed and dated
- Background Check
- Completion certificate for the mandated reporter training

By signing below, I attest to the truthfulness of all information listed on my application and information shared during the interview and screening process. I agree to all the above terms and conditions.

\_\_\_\_\_ Name of We Love White County Board Member

\_\_\_\_\_ WLWC Executive Director

\_\_\_\_\_ Date