

Christian Shelter
Position Description
Web version abbreviated Draft – September 09, 2018
Executive Director

Purpose:

To serve the Christian Shelter (Shelter) as the Executive Director in order to maintain a Christ-centered ministry, standards of excellence, a consistency of purpose and to fulfill the intended direction of the Board of Directors as we seek Christ first.

Organizational relationship:

The Board of Directors (Board) govern the Christian Shelter. The Executive Director is responsible for all the daily functions of the ministry; responsible to the Board for all actions; responsible for maintaining a direct line of communication with the Board Chairman and Executive Committee and regularly reporting organizational progress, problems, and plans. Also, the Executive Director is to foster Staff/Board relationships as well as promote Church and Community interactions with the Shelter. The Executive Director is a non-voting member of the Board.

Responsibilities:

The duties of the Executive Director shall include responsibility for the following:

I. Administration:

- A. Administration of policies and procedures by staff, volunteers and guests.
- B. Working with the Board Chairman, Executive Committee and/or Committee Chairmen to further policies, plans and implementation of plans approved by the Board.
- C. Keeps the Board informed about ongoing Shelter activities, through written timely reporting, participate in any project which may be assigned by the Board.
- D. Provide leadership for the day-to-day function and administration of the Shelter.
- E. Working with the Board; responsible for the recruitment, selection, hiring, growth and when necessary the discharge of all staff.
- F. Provide guidance and staff training for all personnel to ensure that the ministry meets its goals and objectives.
- G. Working with the Board, preparation and management of the annual budget, establish and maintain expenditure limitations and financial obligations.
- H. Assuring that all corporate, social, and governmental legal obligations are met.
- I. Assuring that all Board approved theological views are observed in the day to day administrative duties and programs of the Shelter.

II. Program:

- A. Assure that meaningful and effective programs are in place to meet the spiritual, physical and, as possible, other needs of the Christian Shelter guests; continually evaluating, modifying and sometimes refining existing and other available programs.

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III. Fund Raising/Public Relations:

- A. Work with the Board to strategize, supervise, implement and insure that all fundraising and public appeals are done in a Christ honoring manner.
- B. Meet with large donors, individual, corporate or foundation executives to make special requests for large gifts to the Shelter as approved by the board.
- C. In conjunction with the Board, develop, participate in, delegate, and/or supervise all public relations/media plans and activities.
- D. Be responsible to the board for all press releases, interviews, and meetings for purposes of public relations and media coverage.
- E. Be prepared and speak before churches, civic groups and community gatherings on behalf of the mission and ministry of the Christian Shelter.

IV. Community/External Relations:

- A. In general, create and sustain high quality community relations as well as external relationships with all necessary agencies, organizations and governmental authorities.
- B. Develop and maintain an on-going program of volunteer recruitment and placement for work and projects within the Shelter.
- C. Maintain local, city, state and national relationships with churches and other organizations and agencies congruent with the purpose and intent of the Christian Shelter.
- D. Development of the Annual Report for distribution to Shelter ministry partners.

V. Areas of accountability:

- A. Effectiveness of efforts for spiritual growth in the Christian Shelter “family”.
- B. Effectiveness of safely shepherding Shelter guests while resident at the Christian Shelter..
- C. Responsible for routine & timely turnover of guests to society with a measurable goal that the guests would be better equipped and more stable to provide for improved physical, spiritual, and interpersonal relationships as they leave the Shelter.
- D. Management quality of the physical assets.
- E. Achievement of annual benchmarks for implementation of the Shelter’s Strategic Plan.
- F. Quality of relationship with the community including the public at large, government agencies, charities, churches, donors, and the media.
- G. Effectiveness of communication with the Board.

VI. Qualifications:

- A. Education: BA/BS in Church Administration, Business or related field is desired. Experience in the areas of counseling, public relations, administration, development, recovery, rehabilitation and/or homeless programs are preferred.
- B. Experience: Minimum five years in non-profit administration and management in Christian ministry. Leadership experience is preferred.
- C. Spiritual: Be a born again; mature Christian able to work across denominational lines. Be in faithful fellowship with a local body of believers in Bible believing, Christ centered worship.