

United Ministries Job Description
Approved by the United Ministries Board
Monday, July 13, 2020

Job Title: Executive Director Reports to: United Ministries Board of Directors Supervisor:

Supervises: UM Director of Operations

Board President FLSA Status: Exempt – Full time Approved date: July 13, 2020

OVERRIDING PRINCIPLES AND REQUIREMENTS United Ministries is recognized and respected as a leading community ministry, serving families with compassion and integrity. All employees and volunteers are encouraged and expected to perform their responsibilities in accordance with the Mission of United Ministries – to provide assistance to families, with dependent children, who have emergency needs such as housing and utilities and to offer hope, encouragement, and spiritual guidance.

SUMMARY The Executive Director is responsible for providing innovative and strategic leadership. This is accomplished by identifying, understanding and acting on the issues that enable the organization to maximize the opportunities presented to it while developing plans and resources to continue to develop this ministry. In concert with the Board of Directors, the Director fosters development of a common vision for United Ministries among volunteers, staff, churches, human service providers, business leaders, and the community.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Community Leadership

- Provide collaborative leadership for and with all constituents: church partners, volunteers, donors, investors, corporate and community leaders, and other partners and agencies.
- Provide the leadership necessary to ensure revenues and volunteers are in place so that human and capital resources are available to achieve sustainable community impact.
- Act as a spokesperson for the organization on relevant issues.
- Demonstrate a commitment to United Ministries' concepts, principles and covenants.
- Attend and participate in church and community meetings related to the mission and services of United Ministries.
- Continually seek out information regarding community resources that may be available to assist clients.

Development and Management of Resources

- Serve as chief fundraiser and friend-raiser.
- Oversee growth and management of UM's human and financial resources. Participate in goal setting, evaluation, and development of the Director of Operations.

- Increase, strengthen, and diversify funding sources, including one-on-one solicitation with major donors and private foundations, deferred giving campaigns, corporate, church and in-kind support.
- Work to achieve organizational and long range goals as outlined in the Strategic Plan.
- Ensure that annual work plans for UM are integrated with the Strategic Plan and that planned outcomes are realized.
- Timely submit long-range and annual goals to the Board of Directors. Annual goals should be centered on growth and optimum operations of United Ministries, and should be measurable, objective, and weighted according to current priorities. The Board will assign final weights.
- Regularly report goal progress to the Board of Directors.
- Coordinate and communicate with other agencies to secure services in support of clients and to avoid duplication of services.

Organizational Leadership

- Participate with the Board of Directors in setting organizational direction, goals and operational plans, and be responsible for achieving desired results.
- Supervises the Direction of Operations and sets position goals consistent with the organizational goals and objectives.
- Serve as an expert and advisor to the Board in issues affecting the UM mission.
- Assure coordination, capacity and alignment of all UM activities to strategic direction.
- Anticipate and plan for dealing with the external and internal factors that control success, including contingencies and succession.
- Demonstrate and foster a culture of highest respect and integrity for all.
- Ensure programs, policies and priorities that allow for meaningful volunteer opportunities.
- Maintain robust and healthy communications with the Board of Directors, ensuring that the Board of Directors is informed, engaged, and provided opportunities for involvement in support of United Ministries vitality and growth.
- Schedule and communicate Board meeting notices in a timely manner; identify issues for Board discussion.
- Complete all necessary Board reports prior to scheduled Board meetings; attend and actively participate in Board meetings.
- Make recommendations for improvements and modifications of policy and practices for Board consideration.
- Provide continuing opportunities for staff to develop skills through in-service training.

Accountability for Operations and Fiscal Integrity

- Prepare and submit preliminary annual budget to the Board of Directors.
- Maintain stewardship and accountability for overall operational and fiscal integrity of the organization within the guidelines and policies set by the Board of Directors.

- Assure that all financial data and records are secure, maintained in compliance with regulatory and organizational guidelines and generally accepted accounting principles, and that financial information is recorded and reported on a timely basis.
- Assure that UM meets or exceeds standards set by funding partners.
- Build effective communication within and among all parties to ensure understanding and support for the organizational objectives defined in the Strategic Plan.
- Identify and develop grant opportunities. Engage the Operations Director in developing and writing grants.
- Judiciously oversee management of budget, expenditures, and grants, ensuring that budget requirements are met, that all financial policies and procedures are followed, and that grant guidelines are followed.
- In a timely manner, ensure completion of all monthly and quarterly grant reports, including but not limited to grant-in-aid and FEMA.
- Maintain Endowment records, ensuring that all policies and procedures regarding the endowment are followed.
- Judiciously oversee client service delivery, ensuring that all client-related policies and procedures are followed.
- Oversee maintenance and upkeep of office, equipment, and supplies.
- Annually update hurricane plan and implement plan as needed.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE Bachelor's degree from a four-year college or university in social work, communications, business, or other related field. Related job experience is required. A committed Christian whose relationships with both clients and volunteers exemplify and carry out the stated values of United Ministries (see attached). The Board of Directors may forego any requirement other than Christian commitment.

SALARY RANGE \$48,000/year minimum. Commensurate with skills and experience.

COMMUNICATION SKILLS

Excellent communication and networking skills. Ability to read, analyze, and interpret common journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to effectively present information to top management, public groups, and/or boards of directors.

FUNDRAISING AND MARKETING SKILLS

Experienced in developing and executing a fundraising and marketing plan consistent with the Strategic Plan that leverages an understanding of Escambia County as a giving community.

COMMUNITY ENGAGEMENT

A relationship builder capable of building relationships with other Pensacola social services agencies, non-profits with a similar client base, and faith based organizations with the goal of enhancing client outcomes and services.

COMPUTER SKILLS

Computer literate, with competency in programs such as Microsoft Office, Word, Excel and QuickBooks. Ability to produce and interpret charts, graphs, spreadsheets and other data reports.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of instructions in mathematical form and deal with several abstract/concrete variables. Ability to exercise professional judgment before making decisions. Ability to work with constantly changing critical deadlines and the ability to consistently meet these deadlines.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. They include sitting, walking, bending, stooping, lifting, and keyboarding. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. They include a typical office setting, utilizing the team approach to meet business and professional goals. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK HOURS

Usual work hours will be Monday-Friday 8:00 a.m. to 4:00 p.m. However, due to the sometimes unpredictable demands and requirements of this job, actual work hours may fluctuate from week to week. Some evening and weekend hours may be required.

The Executive Director and Operations Manager will coordinate work schedules to provide office coverage, vacation coverage and accommodate other schedules as needed to support the organization.

Hours of Operation for client services are 9:00 – 12:00, Monday through Thursday with occasional scheduled appointments from 9:00 a.m. to 11:00 a.m. on Friday. Hours of Operation may change according to the internal and external environment, and the financial health of United Ministries.

United Ministries Core Values

Compassion Hospitality Respect Integrity Servanthood Trust in God

Applications:

Please send resumes to info@united-ministries.com