**POSITION TITLE:** Executive Director

**DIVISION:** Kokomo Rescue Mission

**DEPARTMENT: Administration**

**REPORTS DIRECTLY TO:** Kokomo Rescue Mission Board of Directors

**STATUS:** Exempt

**LOCATION:** 321 W Mulberry St Kokomo, IN. 46901

**STATUS:** Full-Time

**Position Summary:**

This position has oversight over the entire ministry. He/her is the visionary of the ministry. They implement policies adopted by the board. They refine and insure that policies are sufficiently communicated and carried out. Perform duties as the official voice of the Mission in public relations and funding support. Strong accounting and management knowledge plus written and oral communication skills, experience in managing/executing business strategic plans and strong people skills plus ability to implement business process improvements/changes.

**Qualifications:**

Must be a born-again believer in Jesus Christ and a member of an evangelical church and be able to provide a clear biblical testimony of a personal experience of receiving by faith the Lord Jesus Christ as Savior. Must maintain an exemplary Christian life and desire to serve the Lord in the ministry of rescue. Bible College or Liberal Arts degree preferred. Background and experience in ministry, para-church organization or rescue mission work necessary.

**Administrative Duties:**

Personnel

1. Have a comprehensive knowledge of the principles and practices of program personnel and budget administration necessary to the efficient operation of the entire organization.

Hire and terminate employees. Responsible for hiring the right people into leadership.

1. Responsible for the operation of administrative and departmental functions according to the Organizational Chart.
2. Meet with the Executive Team and the Leadership Team on a regular basis to maintain effective communication within the ministry.
3. Maintain continuous interface with leadership to insure proper and effective staffing in order to carry out the Mission’s purposes.
4. Administer evaluations for the staff that directly reports to the Executive Director and maintain a salary review program.
5. Assess need and implement necessary staff education.
6. Preside over weekly staff meetings.

Ministry

1. Responsible for the spiritual environment and growth of all Mission programs by approving the development of new programs as necessary to meet the needs of the community.

Management

1. Prepare for and attend Board of Director's meetings and all Committee meetings.
2. Carry out Mission policy; create the same in emergency situations where needed.
3. Recommend to the Board new or significant changes to ministries.
4. Attend skill and spiritual enrichment conferences and seminars that will benefit the Mission.

**Public Relations Duties**:

1. Represent KRM through speaking engagements, conferences, church groups, service clubs, other community organizations, television, radio, and newspaper interviews.
2. Network with community leaders, businessmen, industrial executives, etc.
3. Cooperate with governmental and other private help organizations in assisting those in need.
4. Conduct tours of the mission facilities.

**Financial Duties:**

1. Be ultimately responsible for mission finances
2. Direct preparation of Annual Budget for Board approval
3. Work with Staff in preparing the final operating budgets for approval by the Board of Directors and monitor each departmental report to see that they are monitered carefully.
4. Review monthly financial reports and be prepared to answer any questions that arise at Board Meetings.
5. Personally acknowledge all donations to the ministry with a receipt and thank you letter.

I hereby acknowledge and accept these responsibilities for the position as outlined in this description. I also acknowledge that other duties may be necessary as the need arises for the smooth operation of the Kokomo Rescue Mission.

Ministry Representative Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

President of the Board

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Executive Director