

JOB DESCRIPTION: Executive Director

REPORTS TO: LCGM Board of Directors

Mission Statement: Glorify God by meeting spiritual and physical needs of the homeless and needy in Lewis County.

DUTIES AND RESPONSIBILITIES:

1. Provides leadership and direction in all aspect of the day-to-day functions of the Mission.
2. Established and implements short- and long-term organizational goals, objectives, policies and operations procedures; monitors and evaluated operational effectiveness; effects changes for improvement.
3. Responsible for reporting to the Board of Directors on the Mission’s financial status, program effectiveness, significant policy changes and strategic plans for obtaining Mission goals and objectives.
4. Directs and supervises all program and administrative staff.
5. Oversees administration of general offices, Mission policy and procedures, facilities, programs and client services.
6. Represents the Mission to media, state and local governmental agencies and staff, community/civic groups, clients, prospective funding agencies and the general public.
7. Creates and develops avenues of communication for all program staff, administration and clients.
8. Develops and manages annual budgets for the organization and performs periodic cost and productivity analyses.
9. Plans, develops and implements strategies for generating resources and/or revenues for the Mission.
10. Recommends and participates in the development of Mission policies and procedures; may serve on Mission planning and policy-making committees.
11. Performs miscellaneous job-related duties as assigned by Board of Directors.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

* Skill in examining and re-engineering operations and procedures, formulating policy and developing and implementing new strategies and procedures.
* Ability to exercise good judgment in appraising difficult situations and in making appropriate decisions.
* Skill in budget preparation and fiscal management.
* Knowledge of the range of applicable laws and regulations which impact all facets of Mission policy and operations.
* Abilities to identify and secure alternative funding/revenue sources.
* Knowledge of programs/services available to Mission clients.
* Ability to communicate and interact with officials at all levels of government.
* Knowledge of Mission program administration in a non-profit setting.
* Strong interpersonal and communication skills; able to develop and deliver presentations.
* Ability to support LCGM’s statement of Christian faith and share that faith and knowledge with staff and clients.