



GIFTS Men's Shelter Executive Director Position Description

Job Summary

The Executive Director (ED) is responsible to design and effectively implement the strategic plan (duties, goals, action steps) for each major functional area of the organization. The Executive Director is also responsible for overseeing the overall mission of the organization as outlined and approved by the Board of Directors and the overall day-to-day management of all areas of the GIFTS Men's Shelter Mission. The Executive Director fosters a nurturing Christian environment by balancing grace and truth while relying on the Spirit and Word of God.

Essential Functions Performed

1. Ensures that the Mission continues to perform its role as God's servant in our community.
2. Assures that the Mission and its programs and services are consistently presented in a strong, positive image to the local community by participating in public relations events and activities.
3. Approves fundraising plans to support the Mission's goals.
4. Provides leadership in developing programs, organizational and financial plans with the Board of Directors and staff and carries out plans and policies authorized by the Board.
5. Attends all Board of Directors meetings.
6. Provides the Board of Directors with information necessary to make competent decisions.
7. Works with the staff, Finance Committee and the Board in preparing a budget; prudently manages the Mission's resources within those budget guidelines.
8. Maintains proper cash flow, reserves and operating funds to meet the needs of the Mission's ongoing operations, facilities and staff.
9. Effectively manages the human resources of the Mission as to the number of staff, job responsibilities and compensation.
10. Ensures that all staff are properly trained, evaluated and motivated to fulfill their job responsibilities so they may effectively carry out the Mission's goals.
11. Approves all changes to the Mission's programs.
12. Fosters a nurturing Christian environment by balancing grace and truth while relying on the Spirit and Word of God.

Specifications

He/She should have:

1. Bachelor's degree in business, ministry or related field or an equivalent number of years' experience.
2. 8-10 years of administrative experience, at least five of which shall have been in a supervisory capacity.
3. Effective leadership and organizational skills.
4. Excellent communication skills.



5. Experience with financial software and proficiency in MS Office/Google Apps.
6. Strong commitment to serving Christ through leadership.

Duties Supporting Essential Functions Performed