



Love INC

(Love In the Name of Christ)

Mobilizing the Church to transform

Lives and communities In the Name of Christ

(716) 592-3761

Post Office Box 156

Springville, NY 14141

website: loveincspringville.com

loveincspringville@verison.net

Job Title: Executive Director

Purpose:

1. Give direction and leadership toward the achievement of the vision and mission of Love In the Name of Christ.
2. Implement the strategic goals and objectives of Love INC.
3. Help enable the board of directors to fulfill its governance function.

Reports to: Love INC Board of Directors

Responsibilities:

1. Provide spiritual leadership and exhibit spiritual maturity, integrity, and a commitment to personal transformation.
2. Support the operation and administration of the board of directors by advising and informing board members of ministry activity, issues, and accomplishments.
3. Cultivate and nurture relationships with area pastors, churches, community agency directors and staff, and the business community. Oversee the development, delivery, and quality of all programs, services, and initiatives. Oversee monitoring and evaluation of ministry impact.
4. Mobilize churches to respond to person-to-person needs. Meet on a continuing basis with pastor and church leaders to help them understand their ownership of and involvement in the Love INC ministry. Serve and nurture partner churches.
5. Oversee the Love INC Clearinghouse, program operation, and ministry impact. Includes supervision of the Clearinghouse Coordinator, Administrative Assistant, and Director of Relational Ministry, and volunteers. Develop growth strategies as appropriate.
6. Effectively manage human resources (volunteers and staff), ensuring sound administrative practices, human resource management, personnel policies, and procedures.
7. Oversee financial operation, risk management practices, and the facility. Recommend yearly budget for board approval and prudently manage all resources within budget guidelines according to current laws and regulations.
8. Represent Love INC and promote the organization's vision, mission, and ministry accomplishments to churches, agencies, funders, and the community.
9. Participate with board of directors in developing and implementing an annual fundraising plan.
10. Oversee development and implementation of marketing and promotional strategies.
11. Develop new initiatives to fulfill the mission and vision of the organization as appropriate.
12. Serve as the affiliate's primary liaison with the Love INC National Headquarters and Regional Manager(s).

Skills and Qualification:

The following knowledge, skills, and abilities may be acquired through a combination of formal education, self-education, prior experience, or on-the-job training. Requires a bachelor's education or equivalent experience in management, social work, organizational leadership, community development, or related field. Requires a minimum of three to five years leadership experience. Requires excellent verbal and written communication and interpersonal skills. Must be a strong team player and able to work with a variety of people, but also possess the ability to work independently and take initiative. Experience supervising paid staff and volunteers necessary. Ability to teach and influence others required. Must be able to handle multiple priorities effectively and under pressure. Requires computer skills. Commitment to the Church and its mandate to serve the poor as an agent of transformation is essential.

Send Resume to: Love INC of Springville, NY at above address - - - - - **Deadline: June 1, 2009**

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