

# Executive Director Job Description

## **Principal Functions:**

The Executive Director shall be employed by the Board of Directors to supervise the operations of the Mission. The Director shall adhere to all policies and procedures established by the Board of Directors and perform the duties as outlined in his/her job description.

## **Responsibilities:**

1. Provide administrative leadership for the total Mission Program.
2. Conduct a Staff Meeting at least once a week.
3. Counsel with individuals as well as members of the Staff.
4. Be present at all Board meetings and make reports as required. Provide the Board with adequate information to help them reach sound decisions and policies.
5. Work with the Budget Committee to prepare annual budget and present it to the Board for approval.
6. Be aware of the financial condition of the Mission and operate as closely as possible within the framework of the annual budget.
7. Speak at various churches, civic functions, etc. in representation of the Mission.
8. Work with and participate with the Fundraising Committee to plan fundraising programs.
9. Supervise the hiring, firing and evaluation of all Staff. Train potential Staff members as appropriate to their position in the Mission.

## **Responsibilities in General:**

1. Work as part of a team.
2. Under no circumstances, to take actions that is contrary to the Holy Scriptures, or the specific guidelines set down by Mission policies.

## **Salary and Benefits:**

1. Salary to be determined by the Board of Directors.
2. Salary will be reviewed annually.

## **Vacation and Holidays:**

1. After one full year, 1 week (5 working days) paid vacation.
2. After two full years, 2 weeks (10 working days) paid vacation.
3. After ten full years, 3 weeks (15 working days) paid vacation.

## **Health Benefits:**

As applicable to all full time employees.

I hereby acknowledge and accept these responsibilities for the position as outlined herein:

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

Date: \_\_\_\_\_