



Love INC of the Cedar Valley is Hiring an Executive Director

Persons interested in being considered for this position, please send letter of introduction and resume to Ann Lyons – President of Love INC Board of Directors by Wednesday, August 11, 2021.

Email address: boardchair@loveinccv.org

Love INC of the Cedar Valley seeks a full time Executive Director who leads a Christ-centered life and understands how to interact and serve local persons-in-need with a Christ-like model of redemptive compassion. Candidate should enjoy thinking and communicating strategically with the Love INC board, volunteers and donors; while also being able to develop goals to execute the organization's strategic vision. Ideally this candidate has the skills to develop strong local networks and relationships to help support, fund, and execute the Love INC vision within our Cedar Valley communities. Fund raising and regular community-wide communication is critical to the success of this role. This candidate will lead and direct the activities of two (2) full time staff and a very large group of diverse volunteers across the Cedar Valley. Bachelor's degree with a minimum of three years of nonprofit leadership experience is preferred. Competitive salary commensurate with experience. Position open until filled.

The Executive Director serves a volunteer Board of Directors to carry out Love INC's mission of mobilizing The Church to transform lives and communities In the Name of Christ.

Executive Director Job Description

Purpose:

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

Reports to: Love INC Board of Directors

Responsibilities:

- Provide spiritual leadership and exhibit spiritual maturity, integrity, and a commitment to personal transformation.
- Support the operation and administration of the board of directors by advising and informing board members of ministry activity, issues, and accomplishments.
- 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.

- Mobilize churches to respond to person-to-person needs. Meet on a continuing basis with pastors and church leaders to help them understand their ownership of and involvement in the Love INC ministry. Serve and nurture partner churches.
- Oversee the Programming Manager and Clearinghouse Coordinator. Develop growth strategies as appropriate. Monitors staff personnel performance and conduct written annual performance reviews.
- Effectively manage human resources (volunteers and staff), ensuring sound administrative practices, human resource management, personnel policies, and procedures.
- Oversee financial operations, risk management practices, and the facility. Work with treasurer to provide input to yearly budget for board approval and prudently manage all resources within budget guidelines according to current laws and regulations.
- Represent Love INC and promote the organization's vision, mission, and ministry accomplishments to churches, agencies, funders and the community.
- Participate with the board of directors in developing and implementing programs to increase charitable giving, strategic local partnerships and an annual fundraising plan.
- Oversee development and implementation of marketing and promotional strategies.
- Develop new initiatives to fulfill the mission and vision of the organization as appropriate.
- Serve as the affiliate's primary liaison with the Love INC National Headquarters.

Skills and Qualifications: The following knowledge, skills, and abilities may be acquired through a combination of formal education, self-education, prior experience, or on-the-job training:

- Provides Christ-Centered leadership. Has a commitment to the Church and its mandate to serve the poor as an agent of transformation is essential.
- Requires a bachelor's degree or equivalent experience in management, social work, organizational leadership, ministry, community development, or related field.
- Requires a minimum of three to five years leadership experience.
- Significant experience as a paid or volunteer leader at a non-profit organization.
- 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 including word processing, spreadsheets, data bases, etc., along with working knowledge of social media and websites.