**Executive Director**

Agape House exists to provide long-term transitional housing for families who are without a residence. We work to rebuild and transform families’ lives and prepare them for an independent and self-sustained future.

1. **General Job Description**

The Executive Director is responsible to the Board of Directors to provide spiritual, administrative, vision, and operational leadership of all areas of Agape House (AH). In prayer and dependance on Jesus Christ, the Executive Director will use God-given talents and skills to draw together, inspire, cultivate, and bring strong vision and leadership to staff and board for furtherance of Christ’s ministry through AH.

1. **Responsibilities (directly or indirectly through staff)**

**Program Development and Delivery**

* + Partners with the Board of Directors to cast a vision for the organization, develop the Board, oversee the operations of the organization, set short- and long-term goals, and ensure the organization is following the AH Mission Statement.
  + Demonstrates quality of analysis and judgement in program planning, implementation, and evaluation.
  + Develops, with assistance of the Board, a 1-, 3-, and 5-year strategic plan for the organization.
  + Communicates weekly with Board Chairman (or another designee).
  + Prepares report for each Board Meeting.
  + Attends each Board Meeting but is not a member of the Board.

**Operations and Staff Development**

* + Oversees all aspects of day-to-day functions of the organization.
  + Creates, implements, and monitors methods of evaluating the organization and its staff.
  + Recruits and hires an appropriately diverse staff.
  + Ensures appropriate training, equipping, and evaluation of staff performance.
  + Directs and supervises staff/elements.
  + Meets annually with each staff member to set goals and review performance.
  + Leads weekly staff and prayer meetings.
  + Ensures compliance with personnel policies as well as local, state, and federal regulations on workplaces and employment.

**Fundraising and Development**

* + Develops and implements the fundraising plan.
  + Involves staff, board, partners, and volunteers in fundraising efforts.
  + Communicates regularly with donors and supporters.

**Financial Management and Legal Compliance**

* + Assures adequate control and accounting of all funds, including developing and maintaining sound financial practices.
  + Develops, communicates, seeks Board approval, and monitors the budget/finances of the organization.
  + Will review and approve contracts for AH.
  + Ensures that appropriate audits are performed and documented.

**Community Relations**

* + Serves as the spokesperson for AH; represents the programs and point of view of the organization to agencies, organizations, and the general public.
  + Partners with local churches, groups, companies, media, and government organizations to communicate our goals, needs, and opportunities.
  + Serves as a community Subject Matter Expert (SME) for family homeless issues.
  + Stays aware of community needs, issues, and opportunities.
  + Reviews and approves public relations material from AH.

1. **Qualifications**

**Personal**

* + Christian who believes we are saved by grace through the sacrifice of Jesus Christ, acceptance of Him as our Lord and Savior, and desire to follow direction of the Holy Spirit according to AH Statement of Faith.
  + Committed to expanding the kingdom of believers
  + Ability to teach the Word from the bible.
  + Individual of irreproachable Christian Caracter, held to the standards of Christian character as described for an Elder.
  + Active Member of a local Evangelical Christian Church/Fellowship.
  + Ability to teach the Word from the bible.
  + Ability to maintain confidentiality within the framework of the law.
  + Excellent interpersonal and relational skills. Ability to communicate with individuals/groups of varied background, faith, race, education, social/economic levels, etc.

**Professional**

* + Strong verbal and written communication skills.
  + Understanding of and experience with public relations across multiple platforms.
  + Ability to lead and grow diverse organizations.
  + Ability to keep staff, Board, volunteers, and partners on track with ministry goals, mission statement, and biblical fundamentals.
  + Ability to raise funds, cultivate donors, and direct finance needs for organization.
  + Strong computer skills (word processing, spreadsheets, presentation creation).
  + Ability to multitask in fast paced dynamic environment.
  + Ability to keep skills current through continuing education.
  + Ability to follow direction of Board of Directors.

**Education**

* + A four-year degree is recommended. However, a combination of experience and education will be considered.

**Experience**

* + Seeking 5 years working with non-profit Christian ministries that assist homeless individuals/families or similar experience will be considered. Ministries that are a part of Citygate Network are a plus.
  + A minimum of 5 years managing multifunctional teams.

**Compensation and Benefits**

* + This is a salaried exempt position. The Executive Director is expected to work some nights and weekends.
  + This position has 10 days of Paid Time Off.
  + AH recognized these paid holidays:
    - New Years Day \* Independence Day
    - Thanksgiving \* Christmas Eve
    - Christmas Day