



**About us:** Love INC (Love In The Name of Christ) of Douglas County Lakes Area is a small non-profit in Alexandria, MN. We are social, professional, collaborative and our goal is to mobilize local churches to transform lives and communities In the Name of Christ.

**Position:** Executive Director: Love INC of Douglas County Lakes Area

**Mission:** To mobilize local churches to transform lives and communities In the Name of Christ

**Reports to:** Love INC of Douglas County Lakes Area Board of Directors

**Position Summary:** The Executive Director is responsible for the overall management of the organization, spiritual leadership and implementation of policies and procedures established by the Board of Directors and Love INC National. The Executive Director is the spokesperson for Love INC, developing and maintaining good working relationships with Love INC National, local churches, volunteers, and other organizations. The Executive Director provides leadership for staff and volunteers, assistance to Board and committees, is responsible for fulfilling continuous education and training, and performing other duties as assigned.

**Expected hours & days:** Full-time salaried position, with time shared between regular office hours, weekend church presentations/outreach and weekday evening times, as driven by ministry needs.

**Responsibilities/Specific Duties Include:**

**Spiritual Leadership:**

- Uphold the Christian foundation and promote prayer and discipleship in all areas of the ministry.
- Provide spiritual care to the staff and equip them to spiritually care for volunteers and clients.

**Board of Directors:**

- Ensure the missional integrity of the ministry. Develop and cast vision for the ministry.
- Assist with development of and carry out the ministry strategic plan.
- Continually oversee and monitor ministry impact on the community and clients with periodic reporting.
- Communicate effectively with the Board, including regular updates to keep the Board apprised of program, legal, financial and other matters.
- Work to ensure an open and productive flow of information between board and staff.
- Work with the board to develop and monitor the annual operating budget.
- Facilitate recruitment of new board members and onboarding process.

**Administration:**

- Recruit, hire, train, supervise, evaluate and appropriately recognize the work of all staff members.
- Ensure that positions are filled by qualified people during staff absences.
- Conduct annual job reviews of staff and establish yearly goals.
- Supervise accurate recordkeeping and reporting of all financial activities, grants, in-kind services, staff hours, client statistics, volunteer hours, as well as church and program statistics.
- Ensure proper maintenance of the Love INC facility, equipment and grounds.
- See that all non-profit, legal and other obligations, such as insurance, property tax exemption, etc. are met.
- Assist Love INC committees in meeting their obligations to the organization and implementation of the strategic plan.

**Fundraising and Public Relations:**

- Lead fundraising efforts for Love INC through church, individual, business donations, and grant writing. Work with the fundraising committees to ensure success of the annual fundraisers.
- Promote a positive and visible presence of Love INC by developing and nurturing relationships within the community with current and potential supporters through networking meetings and presentations to pastors, churches, and community organizations.
- Consult with churches about community needs to identify outreach/gap ministry opportunities and increase awareness of these needs.
- Appreciate the support of donors, the work of volunteers and encourage increasing involvement.
- Recruit, train, supervise, recognize volunteers, and ensure that resources are available for them to do their work.

**Qualifications Required:**

- A Christian (one who has a personal relationship with Jesus and is in agreement with the Apostles' Creed) seeking to encourage, equip and mobilize the Body of Christ to care for and serve people.
- An active member of a local Christian church, including active involvement and familiarity with church culture, structure and mission.

**Education Required:**

- Minimum bachelor's degree or equivalent experience in management, social work, organizational leadership, ministry, community development or related field.

**Preferred Experience:**

- Outreach/Volunteerism – helping people in and through situations of need
- Leadership – leading multiple staff and/or volunteers
- Non-Profit – knowledge and understanding of the working structure of a non-profit organization

**Skills and Gifts:**

- Strong faith and comfortability to pray for our community in need
- Ability to build and maintain genuine, healthy, and professional relationships
- Compassion and commitment to the Church's mandate to serve the community in need (physically, relationally, emotionally, and spiritually)
- Discernment - Ability to assess and make difficult decisions
- Ability to manage multiple priorities to meet deadlines
- Strong organizational skills
- Computer skills in word processing, spreadsheets, and other programs
- Excellent verbal and written communication skills; comfortable speaking to large groups of people
- Works well in a team setting, shows initiative, and self-motivation

**Job Type:** Full-time

**Benefits:** • Paid time off and paid AFLAC benefits

**Work Location:** One location