



Position/Title: Executive Director	Adopted: June 2020
	Revised: NA

POSITION DESCRIPTION
Full time: 40 Hours/week
Reports To: Board of Directors
FLSA Status: Exempt Salary
Pre-employment Testing: Background check prior to hire
Probationary Period: 90 days or less from date of original hire
Salary/Pay: Position salary starting range is \$50K-\$65K, bonus compensation can be earned and will be discussed during the interview process.

ORGANIZATIONAL OVERVIEW, INCLUDING MISSION, PURPOSE, AND CORE VALUES

Serve The City is a Collaboration of Christian ministries who seek to win their city for Christ. Our common Statement of Faith is called The Lausanne Covenant (LC). Serve The City is a coalition of 39 congregations and 17 non-profit ministries who have agreed to bring resources together to serve the city. When we say “city” we mean ‘the city behind your address.’ Serve The City is a mini-expression of God’s One Church. We are 61 Partners across 27 different traditions whose mission is to visibly demonstrate the love of Christ to over 387,200 living in 115 cities & villages in East Central Iowa.

MISSION: Serve The City (STC) is to visibly demonstrate the love of Christ to the Greater Cedar Rapids area through collaborative prayer, care, and share efforts.

PURPOSE: Pursuing unity and health in Christ that leads to collaborative efforts of prayer, care and share to win our city for Christ.

CORE VALES: Christ Centered, Congregational Based, Community Focused, Collaborative Approach, Servant Attitude, Cultural Transformation, Sustainable Pace.

STATEMENT OF DUTIES - POSITION SUMMARY

The Executive Director of Serve the City is responsible for the operation, growth, and development of Serve The City in Linn County.

QUALIFICATIONS

- Possesses a strong faith, and strong desire to serve the Kingdom of God.
- A Bachelor’s degree in a related field or equivalent related experience is required. A Master’s degree in a related field is preferred.
- Administrative experience in client relations, board relations, human resources, financial management, donor relations and community support for three years or more is required.
- Employment or volunteer not-for-profit experience for two years or more is preferred
- Strong written and verbal communication skills are required. This includes effective public speaking.
- Demonstrated ability to provide leadership and support a team of employees and to mobilize large groups of volunteers is required.
- Knowledge of geographic region is a positive consideration

RESPONSIBILITIES

1. Leadership & Management (Internal)

- A. Works with the Board to develop a strategic plan and establish goals and objectives to ensure the strategic plan is carried out in alignment with the Mission and Core Values of Serve The City.
 - a. Keeps Board President informed of significant events on a timely basis.
 - b. Attends all Board of Director meetings and provides Board members with a summary report of Serve The City activities and events.
 - 1. Oversees and ensures accurate and current financial records are maintained and reported to the Board of Directors each month.
 - 2. Oversees the development of statistical reports and conveys these to the Board of Directors.
- B. Develops, reviews and revises Serve The City's policies and procedures to ensure a smooth and orderly operation.
 - a. Monitors the day-to-day delivery of the programs and services to maintain or improve quality – ensuring they meet professional standards
 - b. Determines staffing and volunteer needs for Serve The City programs and ministries
 - 1. Develops an organizational structure which ensures employees' talents and time are best utilized to carry out Serve The City's mission
 - 2. Oversees the recruitment, orientation, development, appraisals, and training of employees/volunteers.

2. Communication & Community Relations (External)

- A. Deepens and refines all aspects of communications—from web presence to external relations with the goal of visibly demonstrating the love of Christ to our neighbors in East Central Iowa
 - a. Oversees the development, review, and revision of a marketing plan, including promotional materials used to present Serve The City to clients, potential and current donors, area churches, and community members.
- B. Promotes Serve The City enthusiastically and clearly to the local community, which includes churches, Christian non-profits, and community groups
 - a. Develops and maintains an ongoing relationship with area pastors, churches, and like-minded organizations to ensure optimal promotion of Serve The City's mission.
 - b. Provides pastoral care and encouragement to ministry leaders across a wide spectrum of traditions and roles.
 - c. Represents Serve The City with the media.
 - d. Identifies and communicates Serve The City's position regarding relevant legislation.

3. Finance & Fundraising (Sustainability)

- A. Works with leadership team to develop an annual budget, which is presented to the Board of Directors for approval.
 - a. Oversees implementation of budget, maintenance of financial records, & reporting.
- B. Expands the financial resources of the program, develops fundraising activities, and cultivates private support with ongoing donor care.
 - a. Establishes Fundraising Committee:
 - 1. Plans, schedules, and conducts major fund-raising efforts, direct mail pieces, newsletters, etc.
 - 2. Plans and develops a schedule to meet with area churches and businesses regarding financial contributions
 - 3. Develops an ongoing pledge program to inform, energize and cultivate individual donors around Serve The City's needs and the value of their contributions.