
JOB DESCRIPTION:

EXECUTIVE DIRECTOR

The Executive Director of Plateau Outreach Ministries is the focal point for the image and reputation of POM in our community to donors, churches, staff and volunteers. The Director must have the heart and compassion of Christ for the wellbeing of all who seek services and be committed to fulfilling POM's mission. The director will be responsible for leading, overseeing and administering all aspects of the organization. The position requires advanced level leadership, relationship building, conflict management, multi-tasking and fund-raising abilities; exceptional verbal, public speaking and written communication skills; and expert level knowledge of managing and reporting financial performance, and leveraging technology; and extraordinary management of self to extend compassion, empathy and hope for all.

ROLE:

- This position is accountable to the Board of Directors.
 - Provides leadership to implement the Board vision and goals
 - Advises on the annual budget, operates within the approved budget and provides regular budget-to-actual reporting
 - Attends monthly Board meetings
 - Submits monthly reports in writing to the Board providing service metrics, key performance indicators, and community and operations updates to inform on activities and results
 - Submits weekly reports in writing to the Board to inform on activities
- Maintains a strong relationship with the PMA (Plateau Ministerial Association).
 - Attends monthly PMA luncheons
 - Speaks regularly at supporting churches
 - Supports benevolence and outreach of churches as requested
- Initiates fundraising in collaboration with the POM Board and Development Committee, churches, local organizations and government entities.
 - Prepares funding requests to the City of Enumclaw
 - Speaks to the Enumclaw City Council with program updates
 - Engages city leaders in POM's service area
 - Manages and develops grant opportunities
- Builds and maintains relationships with community organizations, leaders and members, service organizations and the media.
 - Attends monthly community meetings
 - Maintains partner relationships to include The Salvation Army, Warm Home Funds and Multi-Service Center
- Develops and maintains donor relationships through marketing, social media and brand management.
 - Writes annual Neighbors in Need articles
 - Develops and grows POM's social media presence
 - Documents donations, sends heartfelt acknowledgements and prepares donor tax receipts
 - Manages the donor database for accuracy and data mining
- Ultimately responsible for all operations including program services, business administration, accounting, human resources, facilities and legal compliance.
- Acts as a leader, mentor and coach to staff and volunteers.

RESPONSIBILITIES:

- I. Provide overall leadership to the organization.
- II. Ensure all aspects of the organization are managed in accordance with Board of Directors approved policies and procedures.
- III. Ensure adherence of organizational standards and best practices to meet expectations for legal compliance, financial management, operational management and human resource management; and to satisfy audit requirements
- IV. Provide all reporting as requested by the Board of Directors.
- V. Provide all reporting as required by grant providers and governmental agencies.
- VI. Manage staff and provide annual performance reviews.

EXPECTATIONS and QUALIFICATIONS:

This salary position is permanent, full-time with specific hours to be determined by the Board of Directors. Must live within or be willing to locate to POM service area. Must agree to a credit check and pass the WA State Patrol, federal and employment background checks.

The Executive Director must subscribe to the Apostles' Creed.

COMPENSATION:

The rate of pay is dependent upon the employee's education and experience. The salary range is \$50,000 - \$58,000 with benefits.

KEY COMPETENCIES:

- Leadership
- Effective Communication
- Strategic Thinking
- Financial Acumen
- Technology Acumen
- Relationship Building
- Emotional Intelligence