

POSITION DESCRIPTION – Executive Director

The **Executive Director** is the primary operational leader of CAB and carries out the directives of the Board of Directors, is responsible for professional leadership, and for the day-to-day management of the ministry, which includes ministry programs, administration, and development.

The qualified candidate will be asked to take the organization to a new level of sustainability and expanded ministry. The **Executive Director** will serve part-time, on an acting basis, at the direction of the Board and will expand the slate of project and program priorities, evaluate operations, assist to raise funds, and build relationships in the community.

Program Ministry Responsibilities

- B. Ensure that meaningful and effective programs are in place, to meet the spiritual, physical and financial needs of all CAB clients.
- C. Foster a nurturing, positive, and restorative environment, in an effort to help assist in changing the lives of all those who are touched by CAB.

Administrative Responsibilities

- A. Create and manage policies and procedures, which will ensure compliance with all Federal, State, and Local laws and statutes.
- B. Develop fundraising plans to support CAB goals, to include grant writing.
- C. Prepare agendas and attend all Board of Director's meetings. Keep the Board informed about ongoing CAB activities.
- D. See that the board is kept fully informed on the condition of the organization and all important factors influencing it.
- E. Supervise the recruitment, selection, hiring and training of all staff most of which is volunteer.
 - Implement employee performance evaluation procedures, and maintain proper personnel records.
 - Handle grievances and/or disciplinary actions as needed.
 - Oversee a volunteer coordinator
- F. Assist in the recruitment process for members of the Board of Directors.
- G. Oversee all day-to-day functions of CAB
- H. Assist the Board Treasurer in preparing an annual operating budget for approval by the Board of Directors, and allocate the resources to carry out programs, objectives, and activities of CAB in conjunction with department and ministry directors. Review and interpret monthly financial statements, and take appropriate corrective action to maintain proper budgetary integrity.
- I. Manage the cash flow, reserves, and operating funds to meet the needs of CAB's ongoing operations, facilities and staff. Whenever possible, strive to improve efficiency and reduce costs in all areas of CAB.
- J. Motivate all staff to seek excellence in performing their duties at CAB. Provide continuing education and skill training opportunities as needed.

Development and Public Relations Responsibilities

- A. Maintain a positive public image, and a high level of visibility in the community while ministering to the needs of all our constituents
- B. Make public appearances at churches, civic organizations, and other groups to promote CAB.
- C. With the Communications Committee, handle media interviews concerning CAB activities and ministry functions in general.
- D. Ensure that CAB continues to perform its role as God's servant in our local community.
- E. Publicize the activities of the organization, its programs, and goals.
- F. Establish sound working relationships and cooperative arrangements with community groups and organizations.
- G. Jointly, with the Executive Committee of the board of directors, conduct official correspondence of the organization, and jointly, with designated officers, execute legal documents.