



GOOD NEIGHBORS INC. EXECUTIVE DIRECTOR JOB DESCRIPTION

Good Neighbors is seeking a qualified person to serve as its Executive Director. The Executive Director will provide Christian leadership and vision to Good Neighbors' home repair ministry. Good Neighbors is undergoing an important transition. Its founder and current Executive Director, Jay Malthaner, will continue directing the operational aspects - the home repair activities at the sites - of the ministry. We are seeking to hire a new Executive Director who will be responsible for all other aspects of our ministry.

The Executive Director's overarching duty will be to accomplish the mission of Good Neighbors: To make homes warmer, safer, drier, and healthier for qualified homeowners as an expression of our faith in Christ. The Executive Director will be responsible for fundraising, including communications with current donors and prospective new donors, grant applications to foundations and government agencies as well as the development of promotional materials. The Executive Director will be in charge of community relations, which includes identifying homeowners that need and qualify for our help, recruiting volunteers, and communicating with paid contractors, churches, community organizations, government agencies and regulators. The Executive Director will also be responsible for all financial administration, including the development of budgets, the filing of all appropriate tax or other regulatory reports, and the maintenance of the ministry's financial statements, books and records. The Executive Director will recruit, hire and supervise Good Neighbors' volunteers and paid staff, which currently consists of an office manager and treasurer. The Executive Director will report to the Board of Directors and will benefit from transitional training by, and will work closely with, Mr. Malthaner who currently fulfills these responsibilities.

This position requires a passionate commitment to Christian values and helping those in need (officers and directors of Good Neighbors, including the Executive Director, are required to sign a Statement of Faith). Experience with executive functions and leadership in social and service organizations will be helpful to applicants. Positive qualifications of applicants will include experience and expertise in all or any of: business management, non-profit administration, fundraising, accounting, Christian charities, construction and personnel supervision. The position will be considered part time and the salary will be in the \$20,000 to \$25,000 range without benefits. We hope that the responsibility and compensation associated with this position will increase with the growth of our ministry over the coming years. Interested persons should review the Instructions to Applicants found on Good Neighbors' website at www.goodneighborshomerepair.org, or call the Good Neighbors office at 610.444.1860.