



POSITION DESCRIPTION

Position:	Executive Director
Responsible to:	Board of Directors
Compensation:	Determined by the Board of Directors
Benefits:	Determined by the Board of Directors
Work Week:	20-30 hours – often spread over 6 days per week

Qualifications

Spiritual:	Be in full agreement with GN doctrinal statement and have a passionate commitment to Christian values and charities
Experience:	Possess a broad working knowledge of business and 501(c) 3 nonprofits, social and service organizations, and ideally, residential construction and/or maintenance
Leadership:	Have a strong record of business or ministry leadership, and proficiency in personnel management
Administrative:	Be facile with leading diverse teams, tasks, and goals

General Responsibilities:

- Provide Christian leadership and vision to GN.
- Actively promote the GN vision and drive the organization toward its fulfillment.
- Achieve the GN mission by providing oversight for all major aspects of the ministry including:
 - + Succession planning
 - + Fundraising, development, donor relations, appeals
 - + Community relations (corporate, church and civic organizations)
 - + Communications, promotional materials, newsletters, annual reports
 - + Grant applications to foundations and government agencies
 - + Homeowner (customer) identification and qualification
 - + Volunteer recruitment (corporate, church and civic organizations)
 - + Summer Youth camp
- Ensure that GN Core Values are maintained and demonstrated at all times
- Drive the major marketing efforts of the ministry
- Oversee development of the annual GN operating budget
- Administer the annual operating budget effectively and efficiently
- Manage consultant relations, contracts and deliverables
- Serve as the face of Good Neighbors to the local community

POSITION DESCRIPTION - continued

Position: Executive Director

Specific Responsibilities:

- Manage the field staff and oversee their duties and compensation.
- Manage the office staff and oversee their duties and compensation.
- Seek, recruit, hire, train and manage additional staff and volunteers as needed.
- Recruit and train GN Ambassadors.
- Outsource office/business functions as needed.
- Lead regular staff meetings to provide consistency, direction and encouragement.
- Oversee website content, functionality and enhancements.
- Develop relationships with homeowners, service organizations, vendors, contractors, local officials, local press, churches, volunteers & donors.
- Manage the ministry's expenses within the annual budget.
- Provide oversight for donor/non-donor databases and related correspondence.
- Oversee the program targeted at endowments and planned giving.
- Present monthly ED reports at board meetings.
- Lead/Serve on the following Standing Board Committees:
 - + Board Development & Personnel
 - + Fund Development
 - + Finance
- Lead/Serve on the following Ad-hoc Board Committees:
 - + Banquet/fundraising
 - + Summer Youth Camp
 - + Others as directed by the board