

Executive Director Job Description

Henry Fork Service Center

General Statement: the position of executive Director is unique in that she/he has expectations from both the Virginia Annual Conference and the Henry Fork service Center. The executive Director should be sensitive to the needs of the constituency served by the Center and the staff involved in the ministry. The executive Director must possess a strong Christian commitment to serve the Lord through the Center's ministry, fulfilling the Center's stated vision and mission.

General Responsibilities: It is the responsibility of the executive Director to supervise the overall program, mission, and activities of the Center. The executive Director, using strong leadership and training skills, should provide recommendations for improved programming, staffing, facilities, communications, and public relations.

SPECIFIC RESPONSIBILITIES:

1. **Personnel:** interview and hire staff; provide/arrange for staff training. Conduct staff meetings on a regular basis; supervise all staff and volunteers.
2. **Programs:** Supervise all programs, and assist instructors and the Program Committee in planning new ones. Coordinate program with Program Director.
3. **Board of Directors:** Provide timely informational reports and assist the Board in developing policies and enforcing those policies. Work with Board committees to plan and implement all functions of the HFSC.
4. **Communications/Public Relations:** Coordinate publishing of the newsletter, brochures, and HFSC presence in both hard copy and social media sites. Assist in updating website as needed. Provide suitable presence of HFSC at local churches, agencies, District, and Conference functions.
5. **Property:** Assist the Property Committee in assuring clean and safe buildings and grounds.
6. **Work Teams:** Schedule work teams; plan and coordinate work at Henry Fork Center.

7. Finances: Work with the Finance Committee in monitoring expenditures, deposits, and financial records, assist with grant writing. Send written response of thanks for contributions, including information required by the IRS.
8. Maintain newsletter database and other church and donor information as needed.
9. Itinerate within and outside the Virginia Annual Conference to raise Covenant Relationships and funding for the Henry fork Service Center.
10. Experience with Children's programming preferred.
11. Education: Minimum of Bachelor's Degree required.

Approved by Personnel Committee August 2019