

WESLEY COMMUNITY SERVICE CENTER, INC.

“In the tradition of the settlement house movement in America”

a national mission institution of the United Methodist Women Inc.

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WESLEY COMMUNITY SERVICE CENTER, INC. – Portsmouth, Virginia
EXECUTIVE DIRECTOR POSITION DESCRIPTION

Summary of Position: The Executive Director is responsible for the administration and management of this institution in accordance with the policies determined by the Board of Directors to fulfill the mission of the agency. The Executive Director is hired by and reports to the Board of Directors with accountability to the Board through its President.

Responsibilities

1. To coordinate the efficient administrative support of the Center to include
 - Hiring and supervising all staff in accordance with Board of Directors approved personnel policies
 - In collaboration with the treasurer and Finance Committee coordinating the preparation and monitoring of the institution’s annual budget
 - Overseeing the organization’s records, files and databases
 - Coordinating the timely completion and submission of reports, minutes, and other necessary filings
 - Implementing and administering policies of the Board
 - Providing staff support to Board Committees or delegating such responsibility to appropriate staff
 - Seek and build board involvement/development by coordinating appropriate training and strategic planning activities
 - Review contracts and agreements for approval and/or Board recommendations
2. Together with the Board of Directors, work to secure funding necessary to support the programs and services of the Center and ensure its financial health including
 - The recruitment of new donors
 - Writing and/or assisting with grant applications as appropriate
 - Overseeing fundraising activities
 - Maintaining and strengthening relationships with United Methodist Church, local United Way and other funding/granting organizations and resources
3. To develop and sustain working relationships with the community, church institutions and programs; as well as with local and regional coordinating and planning groups by

- Representing this institution as appropriate in local/regional organizations holding similar goals and objectives
 - Establishing and maintaining connections with area human service organizations public and private
 - Interpreting the work of this institution to the community and to supporting groups and organizations
 - Overseeing the recruitment and supervision of volunteers for programs and services
 - Overseeing all marketing/Public Relations activities
4. Being aware of and having an appreciation for the relationships of the institution to the United Methodist Church at all levels and to its philosophy of “the church in mission” by
 - Being available for attendance at appropriate meetings
 - Coordinating presentations or speaking at religious services, gatherings or meetings
 - Performing such other activity which will appropriately interpret the work of this United Methodist institution.
 5. Performing other related duties as assigned by the Board of Directors

Desired Qualifications and Competencies

1. Demonstrated commitment to basic human needs and social justice.
2. A college degree or combination of education and experience in an area of human service.
3. Leadership and executive management skills, especially demonstrated competencies in collegial decision making and management of non-profit organizations.
4. Effective written and verbal communication skills
5. Ability to cope well during periods of high stress
6. Proficient level of knowledge/skill with electronic communication systems
7. Knowledge of non-profit fundraising strategies and donor relations
8. Strong Public Speaking ability
9. Effective skills to motivate diverse Board members and other volunteers

October, 2017