

Job Title

Executive Director Love INC Cuyahoga County

Purpose

Give direction, leadership, and oversight toward the achievement of the vision, mission, and model of Love In the Name of Christ. Develop, implement, and manage the strategic goals and objectives of Love INC Cuyahoga County. Ensure that the affiliate operates according to Love INC national best practices.

Reports to

Love INC Cuyahoga County Board of Directors

Responsibilities**LEADING BY EXAMPLE**

- Provide spiritual leadership exhibiting maturity, integrity, and a commitment to personal transformation.
- Primary caretaker of the local affiliate's relationship with Love INC National.

COORDINATING WITH THE LOCAL BOARD OF DIRECTORS

- Support the operation and administration of the Board of Directors by advising and informing board members of ministry activity, issues, and accomplishments.
- Participate with the Board of Directors in developing and implementing an annual fundraising plan.
- Develop new local initiatives to fulfill the mission and vision of Love INC as appropriate.

ENGAGING THE COMMUNITY

- Cultivate and nurture relationships with area pastors, churches, church staff and volunteers to help them understand their ownership of and involvement in the Love INC ministry.
- Cultivate and nurture relationships with community agencies and the business community.
- Oversee development and implementation of marketing strategies to promote the organization's vision, mission, and ministry accomplishments to the community.

OVERSEEING OPERATIONS

- Oversee the development, delivery, and quality of the Clearinghouse and additional modes of ministry.
- Oversee monitoring and evaluation of ministry impact.
- Effectively manage human resources (volunteers and staff) by ensuring sound administrative practices, personnel policies, and procedures.
- Oversee financial operations, risk management practices, and the facility. Recommend yearly budget for board approval and prudently manage all resources within budget guidelines according to current laws and regulations.

Recommended Skills and Qualifications

Bachelor's degree or equivalent experience in:

- Management
 - Social work
 - Ministry
 - Community development or other relevant fields
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- Minimum of three to five years leadership experience.
 - Excellent verbal and written communication and interpersonal skills.
 - Builds strong teams with a variety of people and skills.
 - Initiates work independently.
 - Experience supervising paid staff and volunteers.
 - Ability to teach and influence others.
 - Effectively manage multiple priorities from conception to implementation and evaluation.
 - Ability to learn, utilize and apply new technologies to the workplace.
 - Strong understanding and commitment to the Love INC Mission and ecumenical spirit.