

Christian Women's Job Corps of Tyler
Executive Director Job Description (Full-Time)
Reports to the Board of Directors

Duties

■ **Christian Leadership & Organizational Management**

- Leads and manages staff members: Site Administrator and Evening Program/Technology Coordinator;
- Cultivates positive, cohesive relations between staff members through a weekly prayer/agenda meeting;
- Trains staff and volunteers on site policies & procedures;
- Manages human resources issues;
- Promotes comradery and leads relationship building efforts among staff and volunteers;
- Directs and implements effective risk management;
- Shepherds the site toward Christ-likeness;
- Implements the National CWJC 8-key elements (Certification, Advisory Council (Board), Networking, Needs Assessment, Bible Study, Evaluations, Covenants, Mentoring);
- Gives monthly & annual CWJC reports to the Board of Directors;
- Conducts productive staff evaluations.

■ **Organizational Development**

- Directs donor development;
- Supervises all organizational publicity;
- Leads promotion for the site and ministry;
- Initiates and leads donor cultivation and appreciation events;
- Develops employer relationship cultivation strategies;
- Supervises and edits all organizational newsletters sent out quarterly to supporters.

■ **Financial Leadership and Strategic Planning**

- Recommends ideas for fundraising strategies;
- Leads grant writing pursuits for the organization;
- Maintains a high level of Christian ethics and fiscal responsibility;
- Leads stewardship planning, Initiates End-of-Year-Giving plans;
- Is a responsible business manager and maintains sound fiscal leadership.

Education & Experience Requirements:

■ **Christian Leadership & Organizational Management**

- College degree required, Business experience a plus;
- Active member of a local Christian church, Pastoral reference required;
- Demonstrated Christian leadership;
- Non-profit board experience preferred; Risk management experience.

■ **Organizational Development**

- Outstanding people skills; Counseling, Psychology or Social Work background a plus;
- Public speaking experience required;
- Public relations and marketing experience required;
- Established and engaged in the East Texas community preferred.

► **Financial Leadership and Strategic Planning**

- Demonstrated experience in fundraising and non-profit development;
- Proven fiscal planning and business skills required;
- Grant writing experience required.