



ATLAS of the Lakes Area

Executive Director Job Description

JOB TITLE: Executive Director

POSITION SUMMARY:

To provide leadership in sharing the love of Christ with those we become advocates for and those we encounter who are facing the trials of life.

SPECIFIC EXPECTATIONS FOR THIS POSITION:

The applicant must share the vision of **Atlas** as stated in the **Atlas** Statement of Faith.

The applicant must sense a Christian calling to the position with **Atlas**. The applicant must be:

- Committed to serving the needs of a wide and all-inclusive variety of clients.
- Dedicated to creating a warm and accepting Christian atmosphere for clients, staff, employees, volunteers, and supporters.
- Able to create firm but loving relationships with clients, realizing that many of them will come to **Atlas** with problems in trust associated with authority figures, family members, broken relationships with others, or just society in general.

The day-to-day operational decisions made by the Director dramatically impact the work of and the resulting reputation of the ministry. The Board directs, but the Executive Director controls the destiny of the ministry.

The Executive Director is the face and voice of the organization and is the key to the interaction and interdependence of relationships with other organizations, churches, agencies, and individuals as **Atlas** seeks to serve our clientele.

This job description highlights the general nature of the work likely to be performed by the **Atlas Executive Director**. The actual duties, responsibilities, and qualifications may vary and will evolve and change as the nature of the organization grows and is refined.

RESPONSIBILITIES:

The responsibilities of the Executive Director shall fall within the following broad scope, with specific duties being performed within the assigned responsibilities at the discretion of the Director. Responsibilities are not listed in any priority order of importance.

The Executive Director shall:

1. Develop and lead the strategy and planning of the organization.
2. Provide the leadership for collaboration among the Board of Directors, staff, and community contacts, resulting in advancement of the goals and objectives of the organization.
3. Oversee all financial records, including the budgetary creation, review, and approval process.
4. Authorize and approve reimbursement for all staff expenses.
5. Promote a strong partnership with the Board of Directors in setting policies consistent with the mission of the **Atlas of the Lakes Area**.

6. Be responsible for the hiring, compensation, training, supervision, and development of **Atlas** staff.
7. Ensure that the organization has the appropriate systems, physical space, technology equipment, and software systems to operate efficiently and effectively.
8. Manage all fund development activities, including cultivation and stewardship of donors, event planning, grant writing, and identifying new resources.
9. Seek to build long-term relationships with key donors.
10. Promote **Atlas of the Lakes Area** through participation in community forums, with civic organizations, and such activities that are aligned with the **Atlas** mission and vision.
11. Advocate, through the **Atlas** ministry presence, for those encountered who are struggling with life's problems.
12. Oversee the recruitment and encouragement of, and appreciation for the broad variety of volunteers that are so critical to this ministry.
13. Initially, perform the duties of a staff mentor as the **Atlas** staff is being expanded and developed.

QUALIFICATIONS:

The following qualifications are desirable for the applicant for this position, but are not mandatory. All applications will be considered regardless of qualifications.

The job qualifications are as follows:

1. Must agree with the written Mission Statement, Statement of Faith, and Core Values of **Atlas**.
2. Personal qualities that include integrity, commitment to the **Atlas**' mission, respect for diversity, and the ability to inspire and motivate others.
3. A minimum of 3 years of nonprofit work experience in comparable fields.
4. At least 2 years of demonstrated success in staff leadership, fundraising, partnership development and financial management.
5. Demonstrated success in effectively leading change and organizational growth.
6. Demonstrated knowledge and understanding of the nature of clients encountered while striving to provide aid through **Atlas** ministry presence.
7. Demonstrated success in acquiring funding support through general fundraising and successful grant applications.
8. Possesses strong and effective oral, written, and technological communication skills.
9. Proficient in Microsoft Office, i.e. Word, Publisher, Excel, Outlook, etc.
10. Proficient in the use of the Internet and social networking technology.

REQUIRED CERTIFICATES AND LICENCES:

No specific licenses or certificates are required at this time.

REPORTS TO:

The Executive Director reports to the **Atlas** Board of Directors.

COMMUNICATIONS BETWEEN EXECUTIVE DIRECTOR AND BOARD:

Formal Board communication with the Executive Director shall be by consensus at Board meetings, by specific directive through Board minutes, or through the Board President.

Informal communication with the Board may be done by e-mail when soliciting general agreement concerning decisions that are facing the Board between regular Board Meetings. Such Board polling may be used for final decision-making provided there is consensus by the Board.

Board Members shall only have access to the Executive Director by scheduled appointment and may express or share any opinion about or idea for the benefit of the organization. Once again, these interactions are solely the opinions of a single board member and are not to be viewed as direction or mandate for the implementation of any action in regard to the organization.

The Executive Director shall provide an agenda, financial reports, and necessary information concerning program operations, planning, and policy determination by e-mail before each meeting of the Board of Directors.

SUPERVISION:

The Executive Director supervises the following current Staff positions:

1. Female Staff Mentor
2. Volunteer Receptionists/Secretaries

COMPENSATION/BENEFITS:

The compensation and benefits package shall be negotiated between the Board of Directors and the Executive Director on an annual review basis. It is the intention of the Board of Directors to provide a competitive compensation package, commensurate with experience and comparable to other community-based nonprofit organizations in the region. The availability of funding for salaries and programs shall play a role in each annual evaluation of compensation.

Time requirements for the position shall be as follows:

The Executive Director position is considered to be a full time exempt salaried position. The total time requirements for the job are as required to achieve the expectations of the position defined.

Due to the variety of job-related responsibilities and the changing nature of priorities for those responsibilities, the hours required to accomplish the work and the location where that work is conducted may vary dramatically.

The compensation package shall be as follows:

Atlas will provide an annual salary payable monthly.

There shall be six paid holidays and paid vacation from two to four weeks, depending upon the Director's length of service to **Atlas**. One half of the accrued vacation is to be taken in full week increments and half of the accrued vacation may be taken in as small as half day segments. All vacation time is to be scheduled in advance and staff notified with direction provided for the time of the Director's absence.

The Executive Director shall be reimbursed for all approved job-related expenses. Mileage shall be paid as part of the expenses at the current rate established by the IRS.