



#### Job Description Sample

JOB TITLE: Executive Director

**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. Ensure that the affiliate operates according to Love INC national best practices.

**REPORTS TO:** Love INC Board of Directors

#### RESPONSIBILITIES:

##### 1. 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.

##### 2. 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.

##### 3. 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:

- A bachelor's degree or equivalent experience in:
  - management,
  - social work,
  - ministry,
  - community development,
  - or another relevant field.
- A 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.



Job

Application

CONTACT INFORMATION:

Name:

\_\_\_\_\_  
\_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone:

\_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email:

\_\_\_\_\_ Home Address:

\_\_\_\_\_

\_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip:

\_\_\_\_\_

EMPLOYMENT INFORMATION:

Employer \_\_\_\_\_

\_\_\_\_\_ Title: \_\_\_\_\_ Current Salary

\_\_\_\_\_

Position \_\_\_\_\_ Duties \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ May we contact your present employer? \_\_\_\_\_ YES

\_\_\_\_\_ NO If Yes, supervisor name and phone:

\_\_\_\_\_

\_\_\_\_\_ If No, please explain:

\_\_\_\_\_

Reason for Leaving:

---

---

---

PAST EMPLOYMENT (LIST MOST RECENT FIRST):

Employer:

---

\_\_\_\_\_ Dates of Employment: \_\_\_\_\_ Title:

---

Position Duties:

---

---

---

---

Employer:

---

Dates of Employment: \_\_\_\_\_

Title: \_\_\_\_\_

Position Duties:

---

---

---

Employer:

---

Dates of Employment: \_\_\_\_\_

Title: \_\_\_\_\_

Position Duties:

---

---

---

Other relevant experience (list year, organization, position)

---

---

---

---

Have you ever worked or volunteered for Love INC before?  YES  NO

If Yes, list position held, location and dates

---

---

---

Do you have the legal right to work in the United States?  YES  NO

Have you ever been terminated or asked to resign from a position?  YES  NO

If Yes, please explain

---

---

---

H

ave you ever been convicted of a felony?  YES  NO

If Yes, please explain

---

---

---



---

---

REFERENCES

List four people familiar with your capabilities. Do not list relatives.

NAME POSITION PHONE YEARS KNOWN ORGANIZATION

---

---

---

---

---

---

---

---

---

---

---

List two people familiar with your Christian faith. Do not list relatives.

NAME YEARS KNOWN RELATIONSHIP PHONE

---

---

---

By submitting this application for employment, I agree to the following terms.

I certify that the information on this application is correct and that if any information is untrue I may be disqualified from employment, or, if hired, I may be dismissed. I give Love INC permission to verify my employment history and to solicit and secure other information that may be required to determine my suitability for employment. Further, I release all parties and persons from any and all liability for any damages that may result from furnishing such information to Love INC as well as from the use or disclosure of such information by Love INC or any of its agents, employees, or representatives.

5

In consideration of my employment, I agree to conform to the rules and standards of Love INC, as amended from time to time at Love INC's sole discretion. I further agree that my employment and compensation may be terminated at will, with or without cause and with or without notice, at any time, either at my option or at the option of Love INC. I also understand that all offers of employment are conditioned on the receipt of satisfactory response to reference requests and the provision of satisfactory proof of an applicant's identity and legal authority to work in the United States.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

SEND RESUME WITH COVER LETTER AND REFERENCES TO:

Love In the Name of Christ Eastern Shore Virginia  
25462 Coastal Blvd  
Onley, Va. 23418

[loveincesva@gmail.com](mailto:loveincesva@gmail.com)