



ECHO His Love **Executive Director Job Description**

ECHO His Love exists to mobilize area churches to transform lives by meeting physical and spiritual needs with the love of Jesus in Manistee and Benzie counties. The vision of the ECHO His Love is to strengthen our community- one person- one family at a time with love, hope and dignity.

Report to: Board of Directors

PURPOSE: As the Executive Director, you lead, develop, administer, and are in care of the direction of ECHO His Love. Your role is to create and execute all operations that ensure ECHO fulfills its mission across all areas of ministry: Ministry Resource Center, Family Services, Marketplace Ministry

Responsibilities

1. Cast vision & represent organizational mission through service areas.
2. Maintain current and develop new ministries in collaboration with board, staff, churches & community.
3. Oversee office administration and ministry operations; ensure non-profit compliance.
4. Manage all staff and human resources; ensure policies & procedures are effected & executed.
5. Ensure campus and resale store facilities are maintained and organized effectively.
6. Oversee all IT issues, keeping equipment up to date and operational.
7. Oversee communication channels including website and social media presence.
8. Oversee communication to partner churches & community (newsletter, emails, events, etc.)
9. Recruit, train and nurture volunteers.
10. Develop & implement annual budget with board support.
11. Work with Board Treasurer on execution of budget, financial plan, and development strategy.
12. Develop donors, year -end giving and annual fundraisers.
13. Cultivate & nurture relationships with pastors, churches, agencies, donors and businesses.
14. Make presentations to churches, church groups and community groups.
15. Be a participating member of Human Services Collaborating bodies and relevant work groups
16. Maintain old grants and locate new grant sources.
17. Report monthly to the Board of Directors.

Qualifications

1. Personal relationship with Christ and a commitment to the ECHO His Love mission.
2. Commitment to the Church and its mandates to serve the poor as an agent of transformation.
3. BA degree and/or equivalent education/experience in management, social work, organizational leadership, ministry, community development or related field.
4. 5+ years leadership experience in non-profit and/or ministry.
5. Excellent verbal and written communication and interpersonal skills.
6. Experience supervising paid and volunteer staff.
7. Strong team player that values the importance of emotional intelligence.
8. Ability to work independently and take initiative.
9. An influential leader who can lead through others with a servant's heart.
10. Ability to handle multiple priorities effectively and under pressure.
11. Exceptionally organized, detailed and administrative mind with capacity to see larger vision.
12. Ability to create and manage budgets, strategic plans.
13. Prior grant writing, accounting, bookkeeping and/or retail management experience.
14. Excellent computer and data management skills (experience in Microsoft Office, GSuite, MailChimp, NetSuite)
15. Web design experience preferred.

Hours and Salary

Full-time exempt position, Mon-Fri, some weekend hours for presentations or events. Salary negotiated based on ministry budget and experience. Current benefits: paid vacations, holidays, PTO.

To apply: Submit cover letter, faith testimony and resume to info@echohislove.org