



## **EXECUTIVE DIRECTOR**

### **Role Description**

**JOB TITLE:** Executive Director  
**REPORTS TO:** OCS/CMO  
**DEPARTMENT:** DC  
**SCHEDULE:** FTE

We are a fast-paced, non-profit organization, that encompasses two local church campuses, global outreach through television and technology, and the coming Dream Center, our inner-city, humanitarian work. We are looking for a passionate team player for our Executive Director role.

#### **SUMMARY:**

Working closely with the Dream Center Founder and the Life Changers Church Executive Team (“**Leadership**”); the Executive Director is responsible for developing, implementing, execute, manage and expand the mission of the Dream Center as it is set forth by its governing entities. This will include but not be limited to the management and development of the Executive Team, Program Team, Fundraising Team, Business Team and the Operations Team of the DC and all of their related functions as is necessary to achieve the mission. All duties, as they are described below, are subject to change upon the approval of or as requested by Leadership.

#### **CORE RESPONSIBILITY:**

The core responsibility of the Executive Director is to develop, implement, execute, manage and expand the mission of the Dream Center (DC) as it is set forth by Leadership.

#### **SUPERVISOR:**

This position reports directly to Leadership. Leadership will guide and establish the over-arching vision of the position withby Agency Guidelines and other Guiding Spiritual Influences from the Agency Founder.

#### **TYPICAL HOURS:**

Our office hours of 9:00 a.m. to 5:30 p.m. with standard lunch and break times. There will be many times, due to the nature of the position and the ministry and mission, in which hours will be required to work outside of these regular hours, such as is necessary to fill the needs of the job.



**WORK-RELATED TRAVEL TIME:**

There may be travel requirements necessary to fulfill the mission.

**ESSENTIAL RESPONSIBILITIES:**

Essential duties and responsibilities will include at least the following. Other duties may be assigned.

The core responsibility of the Executive Director is to develop, implement, execute, manage and expand the mission of the Dream Center (DC) as it is set forth by Leadership.

The Executive Director will be responsible for performing at a minimum the following essential responsibilities:

- 1) **Governance:** Works with founder and the executive team order to fulfill the organizational mission.
  - Responsible for leading the DC in a manner that supports and guides the organization’s mission as defined by Leadership.
  - Responsible for communicating effectively with the Dream Center Founder and the Life Changers Church Executive Team and providing, in a timely and accurate manner, all information necessary for Leadership to function correctly and to make informed decisions.
  
- 2) **Financial Performance and Viability:** Develops resources sufficient to ensure the financial health of the organization.
  - Responsible for the fiscal integrity of the DC to include submission to Leadership a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
  - Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a favorable financial position.
  - Responsible for fundraising and developing other resources necessary to support GDC’s mission.



- 3) Organization Mission and Strategy: Works with Leadership and staff to ensure that the mission is fulfilled through programs, strategic planning, and community outreach.
- Responsible for implementation of DC's programs that carry out the organization's mission.
  - Responsible for strategic planning to ensure that DC can successfully fulfill its Mission into the future.
  - Responsible for the enhancement of DC's image by being active and visible in the community and by working closely with other professionals, civic and private organizations.
- 4) Organization Operations. Oversees and implements appropriate resources to ensure that the operations of the organization are proper.
- Responsible effective administration of DC operations.
  - Responsible for the hiring and retention of competent, qualified staff.
  - Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization as approved by Leadership.

**ESSENTIAL JOB DUTIES AND FUNCTIONS:**

- Planning and operation of annual budget.
- Establishing employment and administrative policies and procedures for all functions and the day-to-day operation of the nonprofit.
- Serving as DC's primary spokesperson to the organization's constituents, the media, and the general public.
- Establish and maintain relationships with various organizations throughout the state including the Dream Center Global Network and utilize those relationships to enhance DC's Mission strategically.
- Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising and to increase the overall visibility of the Foundation throughout the State.
- Supervise, collaborate with organization staff.



- Strategic planning and implementation.
- Oversee organization Board and committee meetings.
- Oversee marketing and other communications efforts.
- Review and approve contracts for services.
- Other duties as assigned by the Board of Directors.

### **COMPETENCIES:**

The ideal candidate will be an executive level professional who is a self-starter, with a passion for serving in an active social services ministry environment. The candidate will have a track record of success in providing executive level management services for similar non-profits or government organizations in the community. The Executive Director must be exceptionally skilled at communications, organization, fundraising, and project management and must have the ability to work across a broad range of ministry departments order to achieve the goals of the agency. Finally, the candidate must be an individual who excels in a volunteer staff driven, fast-paced, rapidly changing environment that will be dynamic in its approach to both meet the needs of the population of people in need while doing it in a way that makes the best use of donated and budget restrictions.

### **To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position:**

- Compassionate—the individual must exercise a heart of compassion for individuals who are in the program and who are seeking the services of the program.
- Problem-solving—the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully.
- The candidate must approach problems with a proactive, entrepreneurial style with the ability to take the initiative, recognize opportunities, and develop and implement focused plans for executing on those opportunities.
- Oral and written communication—the candidate must speak clearly and persuasively in positive or negative situations, demonstrates group presentation skills and conducts meetings, and can communicate to various constituencies and work effectively with a variety of staff at all levels within the organization.
- Management skills—the individual includes managing a caseload which includes planning, decision-making, facilitating and process improvement; makes him/herself available to clients; provides regular performance feedback; and develops subordinates' skills and encourages growth.
- Quality management—the individual looks for ways to improve and promote quality and demonstrates accuracy and thoroughness.
- Judgment—the individual displays willingness to make decisions, exhibits sound and accurate assessment and makes timely decisions

- Planning/organizing—the individual prioritizes and plans work activities, uses time efficiently and develops realistic action plans. The individual also demonstrates strong experience developing processes and protocols to ensure effective, efficient, accurate data management, donor follow-up, and financial reporting.
- Team member – the individual is an active team player, with the willingness to be hands-on and do whatever it takes to support the success of the affiliated organizations.

**EDUCATION and EXPERIENCE:**

- Bachelor’s degree and or equivalent experience in social services related field is required. Master’s degree is a plus.
- Minimum of 3 years of same or similar related executive level management expertise required

**NOTE TO CANDIDATE:**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give directions or assignments.

**ASSIGNED MEETINGS AND EVENTS:**

There is an expectation for the Executive Director to update and meet with Leadership and to be prepared to report out on the status of the agency.

**WORK ENVIRONMENT**

The Dream Center is a Christian work environment and as such all employees will be exposed to Christian values, Christian work ethics, Christian governing rules and other expressions of the Christian faith. The primary work location will be in an office on the Dream Center Campus. The environment will include all typical office amenities including a computer, printer, office.

**QUALIFICATIONS:**

- Be supportive of the ministry's vision, mission, values, and statement of faith.
- Be able to convey the vision of Life Changers International Church, Gregory Dickow Ministries, and Dream Center to staff, volunteers, and peers.
- Must be transparent, genuine and honest with proven leadership skills.

**COMPENSATION:**

- Commensurate with experience.