

First Baptist Church Community Ministries

Executive Director

Job Description

Meeting Human Needs in the Name of Jesus

Principle Function: The Director of FBC Community Ministries leads, organizes, coordinates, operates, evaluates, and expands a comprehensive set of gospel-centered community services for those living in the River Region community. Through ministry development and equipping the congregation in the work of ministry, the Director will help FBC bring more people into a personal relationship with Jesus Christ, help meet the basic needs of others, and mentor /educate a wide range of people.

Accountability: The Director reports to the Board of FBC Community Ministries with guidance from the FBC Senior Pastor.

Job Duties:

I. Spiritual and Ministry Leadership

- a. Provide spiritual leadership and training to staff and volunteers, creating a culture of compassionate and Christ-like care throughout the organization.
- b. Ensures that the Gospel Story is presented at all Community Ministries Special Events.

II. Strategic Planning and Board Relations

- a. Work with the Board of Directors to set strategic direction for the ministry and implement strategies to accomplish the goals.
- b. Develop and implement policies and procedures as needed.
- c. Ensure that all programs adhere to the mission and vision of the ministry.
- d. Serve as the liaison to the Board of Directors, including board communications, organizing all board meetings, and assisting with board member recruitment and retention.

III. Organizational and Business Management

- a. Direct the overall programs and activities of FBC Community Ministries in cooperation with the individual ministry directors and other staff and volunteers.
- b. Establish and maintain high quality programs by implementing best practices.
- c. Collect data and maintain reports and statistical information on all programs.
- d. Evaluate existing programs for effectiveness, efficiency, and viability.
- e. Develop new programs to fill documented needs and join God where he is at work.

- f. Coordinate programs and activities with other ministries of First Baptist Church as required.
- g. Prepare annual budget for board approval.
- h. Be a good steward the ministry's financial and physical resources.
- i. Ensure that all local, state, and federal nonprofit financial reporting requirements are met.
- j. Ensure compliance with all applicable local, state, and federal laws.
- k. Assist in planning, utilization, and maintenance of the ministry's physical facilities and resources.

IV. Personnel and Volunteer Management

- a. Oversee the recruitment, hiring, supervision, and termination of all paid staff members and contract employees.
- b. Assign job functions and tasks to employees.
- c. Enforce personnel policies and procedures.
- d. Conduct regular reviews of staff members and make recommendations for improvement as needed.
- e. Maintain personnel files and other confidential records.
- f. Empower staff to recruit, train, and retain volunteers.

V. Development

- a. Implement fundraising activities, including solicitation of major gifts, corporate and individual donations, and planned giving, to support the organization's goals and programs.
- b. Establish, cultivate, and maintain relationships with donors, foundations, and other funding sources to support programs and activities.
- c. Research and write grant applications to fund programs and general operations.
- d. Oversee grant compliance and ensure all grant reports are submitted in a timely manner.

VI. Marketing and Public Relations

- a. Serve as the Community Liaison for FBC Community Ministries and represent the ministries both within and outside the church.
- b. Function as the key spokesperson for the organization.
- c. Communicate effectively with the FBC church membership and regularly report on the ministries' activities.
- d. Serve on the FBC Church Leadership Council and other FBC committees as needed.
- e. Effectively represent the organization on community boards, committees, and workgroups.
- f. Develop and maintain partnerships with similar agencies to coordinate services.
- g. Work with the FBC staff to create and implement marketing activities, such as website, newsletters, emails, and advertising.

Desired Qualifications:

- Follower of Jesus
- Willing to become or remain a member of FBC Montgomery
- Passion and concern for the mission and vision of the ministry and the populations served.
- Bachelor's degree or a minimum of five years of successful nonprofit or business management.
- Excellent interpersonal and communication skills with the ability to interact in extremely delicate, sensitive and/or complex situations.
- Ability to exercise sound leadership and judgment.
- Demonstrated expertise in fundraising and fund development management .
- Experience in creating and managing an annual budget and knowledge of financial systems and reporting
- High energy and ethical integrity, as demonstrated by significant community involvement as well as respect of peers and community
- Ability to work with people from a variety of backgrounds and experiences; ability to accommodate non-standard work schedules; and ability to work with limited resources.