**Organization:** Faith in Action of Bloomington-Normal

**Position Title:** Executive Director

**Status:**  Exempt

**Reports to:** Board of Directors

**Supervises:** All Faith in Action Staff

**Job Summary:**

The Executive Director is responsible for ensuring that Faith in Action realizes its mission of providing spiritual, physical and emotional support to seniors 60 years and over and their caregivers to maintain independence, dignity and improved quality of life.

The Executive Director will be responsible for working with volunteers, faith congregations and community organizations to continue the mission of Faith in Action.

This position will be responsible for development and oversight of programming, financial management, fundraising, marketing/public relations, strategic direction and congregation and community coalition development.

The Executive Director is responsible for hiring, training and supervising staff to assist in fulfilling the organization’s mission.

**Duties and Responsibilities:**

**Strategic:**

* *Annually develops a Strategic Plan* which establishes short and long-term goals to achieve mission. Presents plan to the Board Strategic Planning Committee for discussion, review and recommendation for full board approval.
* Plans, organizes, staffs, directs and evaluates ongoing program activities to meet strategic goals. Periodically reports progress, as requested, by Strategic Planning Committee and/or Board.
* Monitors trends, legislation and regulations that are relevant to the program’s mission and makes program and advocacy recommendations to the board when needed.

**Operations/Personnel:**

* *Annually reviews FIA Volunteer Handbook* and recommends changes to the Board Operation/Personnel Committee. Communicates and administers approved policies.
* *Annually reviews FIA Employee Handbook* and recommends changes to the Board Operation/Personnel Committee for recommendation for the full board approval. Communicates and administers approved policies.
* *Annually review technology and office equipment and space needs*. Report findings to Board Operation/Personnel Committee.
* Hires, trains and supervise office staff.
* *Completes annual evaluation for each staff person*. Once a year schedules time to meet to discuss the annual evaluation and ongoing individual goals. Make sure employee and Executive Director sign and date one copy of evaluation. This copy is then stored in a Personnel File location which can be accessed by the Chairman of the Operations/Personnel Committee should the Executive Director leave or become ill.
* Supervises and supports Volunteer Coordinator in creating and maintaining best practices to attract, train and recognize compassionate volunteers.

**Financial:**

* *Annually develops a budget* and presents it to the Finance Committee for discussion, review and recommendation to the full board.
* Manages fiscal operations and authorizes expenditures according to the procedures outlined in the organization’s by-laws.
* Monitors the program’s financial health and makes recommendations to the Finance Committee and Board of Directors.
* *Annually develops a fundraising plan*, with specific activities (grants, mail appeals, events, etc.), financial goals and timeline outlined. Presents plan to the Finance Committee for review, discussion and recommendation to the full board.

**Marketing/Public Relations:**

* *Annually develops a Marketing Plan* with specific public relations, communication, marketing strategies to increase community awareness. Presents plan to the Strategic Planning Committee for discussion, review and recommendation to the full board.
* Collaborates with community groups to strengthen and expand the coalition (religious and faith communities, ethnic/cultural, health and human service providers, business, education and neighborhood groups).

**Standards:**

Expectations for excellence in professional performance include:

* Maintains professional dress and orderly work environment
* Be dependable, punctual and completes work in an orderly and timely manner
* Treats clients, volunteers and staff with care, courtesy and consideration.
* Communicates directly, timely and effectively and collaborates with appropriate team members (board, volunteers, staff, etc.)
* Maintains positive morale and attitude, positively influencing the moral of the team.
* Interacts appropriately with integrity and honesty. Works to build trusting professional relationships with staff, volunteers, care recipients, coalition churches and community organizations.
* Provides and accepts feedback in a constructive and considerate manner.
* Looks for ways to improve processes, recommends solutions and implements appropriately.
* Uses resources, supplies and equipment effectively and efficiently.
* Respects the belief of all faith partners and expects and monitors the same from all team members.
* Able to adjust quickly to different work situations, remain composed under pressure and stressful situation.
* Embraces change and sees it as an opportunity.
* Projects a positive image of Faith in Action in the community.

**Competencies and Requirements:**

* Bachelor’s Degree
* Management experience