



A Mission of the United Methodist Church, Hopkinsville KY

Job Description

EXECUTIVE DIRECTOR

Summary: The Executive Director is responsible for providing oversight of the day-to-day operations of The Micah Mission Center's main office, program ministries, and all staff and volunteers. The Executive Director also represents the Board of Directors to other organizations.

Duration: The Executive Director is a part-time position with an expectation of 15-20 hours weekly; or approximately 50 hours per month.

Compensation: The Executive Director will receive monthly compensation of \$1000.

Duties

- Directs and coordinates day-to-day operations of organization in accordance with Board directives and organizational policies.
- Works with the Board of Directors and staff to ensure that the individuals served are always given the best possible professional and competent care and services.
- Acts as primary liaison for the organization in all relationships with outside agencies and organizations.
- Oversees management of the facilities and related staff.
- Serves as the liaison between the Board of Directors and staff.
- Coordinates the pickup / drop off of community service workers / volunteers.
- Oversees Supplies/Groceries pickup and delivery.
- Oversees physical plant and all furnishings and equipment.
- Liaison between Micah Mission and Pennyriple District UMC Office in matters of compliance, record keeping and reporting.
- In the absence of the Executive Director, the Executive Director may delegate authority to onsite staff.
- Ensure that best practices are followed, including Safe Sanctuaries certification and training, and Boundaries Training, and background checks.
- Must have valid driver's license and ability to drive van for pick up / drop off donations.

Key Skills and Abilities:

- Knowledge of United Methodist Church, its structures, and its organization.
- Excellent interpersonal skills.
- Ability to effectively communicate.
- Skill in Delegation.
- Skill in Grant Writing.
- Skill in Fundraising.
- Skill in human resources and financial management.
- Skill in developing and maintaining good working relationships.
- Skill in English composition, grammar, spelling, and punctuation.
- Skill in basic math.
- Skill in the use of personal computer/software.
- Ability to problem solve and make decisions.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Associate degree (A. A.) or equivalent from two-year college or technical school; or six months to one-year related experience and/or training; or equivalent combination of education and experience.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of visitors or employees of an organization.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Understand budgeting and operate within the budget and present financial reports to the board. Ability to present / explain the budget in a coherent manner.

Reasoning Ability

Ability to solve practical problems and make adjustments when complications arise. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills

To perform this job successfully, an individual should have knowledge of spreadsheet software, word processing software, and e-mail.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

All applicants must pass a basic criminal background check for further consideration.

Prepared February 2024