



Executive Director

Love In the Name of Christ
Of Clackamas County

Position

Executive Director

Reports to

Partner Churches and Board of Directors

Purpose

To work closely with the Board of Directors to provide visionary leadership of the ministry by implementing the strategic goals and objectives of Love INC of Clackamas County.

Qualifications

- Agree with Love INC's Statement of Faith (Apostle's Creed) and Statement on Scripture
- Be a disciple of Jesus Christ and in relationship with a Christian congregation in good standing.
- Demonstrate the spiritual qualifications of a Biblical leader
Be above Reproach Demonstrate Godly Behavior Have a good reputation among unbelievers

Responsibilities

- Provide spiritual leadership, oversight, and care of staff and volunteers.
- Advise and inform the Board of Directors of ministry activity, issues, and accomplishments.
- Cultivate and nurture relationships with pastors, churches, community organizations and area agencies.
- Oversee the development, delivery and quality of all programs and initiatives.
- Monitor and evaluate ministry impact, innovating, when necessary, to provide maximum benefit to the served. Submit quarterly and annual reports to Board and National Love INC.
- Supervise volunteers and staff to execute integrity in all operations.
- Oversee financial operations; prepare annual budget in collaboration with board while prudently managing resources within budget guidelines.
- Represent Love INC of Clackamas County promoting the vision, mission and ministry to churches, funders, and community; providing effective, regular communications with all constituents.
- Participate with the Board of Directors in developing and implementing an annual fundraising plan.
- Effectively steward resources, ensuring sound administrative practices, personnel policies and procedures.
- Ensure that ministry services address the whole person, social, physical, and spiritual needs.

Skills and Experience Preferred

- Past leadership in non-profit management, with a passion for serving the suffering.
- Bachelor's degree (or equivalent experience).
- Excellent verbal, written and presentation skills.
- Strong decision-making skills with an ability to teach and influence others, handling multiple priorities under pressure.
- Budget development and financial operations.
- Microsoft, database, social media, and website efficacy.

Position is currently 32 hours a week. Hours are flexible to accommodate work activities outside of office.