

	<b>Job Description Executive Director</b>	<b>Document No.</b> SM #

**JOB GOAL:** The Executive Director is responsible to the Board of Directors for the organization's consistent achievement of its mission and financial objectives.

**EDUCATION, EXPERIENCE & KNOWLEDGE REQUIRED:** This position requires a minimum of three years in a leadership role. Prior experiences in the business world is highly desirable. Previous work with a non-profit agency is preferred but not required. A bachelor's degree is also preferred, but not required. Previous experience working in the homeless community is preferred but not required. Must be proficient in Microsoft applications such as Excel, Word, and Outlook and have experience in research, data analysis, public relations, grant writing and monitoring. Must possess excellent communication, organizational and planning skills, along with a kind compassionate Christ-like demeanor towards others. Requires a valid driving license and reliable transportation. All employees of Saving Mercy are required to pass a level 2 background check and drug screening.

**REPORTS TO:** The President of the Board of Directors

**OBJECTIVES:**

- Ensure the mission of Saving Mercy is preserved, advanced, and communicated effectively
- Advise and assist the Board of Directors and attend all Board and Committee Meetings
- Act as spokesperson and cosignatory for Saving Mercy
- Manage and administer the programs, facilities, volunteers and employees for Saving Mercy
- Continually seek and apply for new and additional sources of funding, such as grants

**RESPONSIBILITIES:**

- Day to day oversight of a 30 room motel and 75 site RV Park
- Plans for all Board and Committee meetings
- Responsible for notices, agendas, minutes, and other documents generated by/for Board members
- Prepares and files all required reports to government and affiliated organizations
- Plans and formulates policy, programs, and activities for approval of the Board of Directors and Executive Committee
- Initiates long range strategic planning process
- Advises and assists the Board of Directors in other ways as directed by the BOD and Executive Committee
- Represents Saving Mercy to the public, government bodies, and affiliated organizations
- Prepares and executes agreements with affiliated organizations for collaboration in the provision of services as directed by the BOD or Executive Committee
- Authorizes all disbursement of funds by co-signing all checks as directed by the BOD
- Signs all official communications of the Board unless signing by a Board member is required or preferred
- Implements all policy and plans adopted by the Board of Directors

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- Prepares annual and long-range work plans and budgets with the Finance Committee for approval by the Board of Directors or Executive Committee
- Recruits, hires and manages personnel authorized by the Board in annual work plans and budgets; determines employee duties and compensation and is responsible for evaluating employee performance
- Determines and provides necessary liaison and staff support to BOD and all committees to assist in achieving objectives
- Manages the decision-making process to assure proper process and timely implementation of BOD and Executive Committee recommendations
- Provides for appropriate custody and inventory of all office furniture, equipment, official records, and other assets
- Maintains Saving Mercy's status as a registered 501(c) 3 Florida corporation, Florida sales tax exempt organization status, and such other status as is customary or appropriate
- Liaise with the Continuum of Care, social service agencies, municipalities and related organizations
- Provides for financial management and administration, and continually seeks new and additional sources of funding for new and existing programs and activities

#### **CONDITIONS OF EMPLOYMENT:**

- The position of Executive Director is a full-time management position expected to function as the chief operating officer of Saving Mercy
- Standard work with occasional after-hours and/or weekend hours
- Accountability for end results is inherent in the position and authority is delegated and responsibility assigned specifically on that premise and understanding
- Although financial accountability for the organization remains with the Board of Directors, the Executive Director is expected to identify and respond to grant opportunities and otherwise raise funds and encourage donations
- The Executive Director is free to seek informal advice from any Board member; however, accountability remains with the Executive Director

#### **PHYSICAL REQUIREMENTS:**

☒ X Light work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

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

This description has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties, responsibilities, and requirements are essential to the job. Job functions and requirements are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent will possess the skills, aptitudes and abilities to perform each duty proficiently.

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This document does not create an employment contract, implied or otherwise, other than an at will employment relationship.