Lehigh County Conference of Churches
Staff Job Description

Title: **Executive Director**
Program: Administration
Reports to: Executive Committee, Board of Directors
Status: Exempt
Hours: Full-time

Mission: Responding to the call of Jesus Christ, the mission of the Lehigh Conference of Churches is to unite communities of faith as ecumenical partners. Putting our faith into action, we minister to and advocate for those in need and encourage all to reach their full potential.

General Description: The primary responsibility of the Executive Director is to provide the vision, leadership and strategic direction required to move the LCC forward. The Director works with Staff and Board to focus the Conference on fulfilling the Mission. The Executive Director is responsible for both the ecumenical and the social service administration of the Conference. This shall include, but is not limited to the following responsibilities:

Global Responsibilities:

Vision and Direction

1. Define and set strategic direction for the Conference in collaboration with the Board of Directors
2. Implement the vision and mission statements in conjunction with the Long-Range planning process.
3. Advocate for the clientele and mission of the Conference.

Operational

4. Oversee existing human service and ecumenical programs and development of new or special program components consistent with LCC's mission statement.
5. Oversee the hiring, supervision, continuing education, and development of staff, as well as updating of personnel policies and maintenance of records.
6. Oversee fiscal matters of the Conference (policy, budgetary needs) and aggressively pursue new modes of financial development.
7. Serve as the signatory for funding documents, contracts and authorizations.
8. Resolve space and facility property concerns.

Partnering

9. In collaboration with other appropriate staff, develop and continue engagement with member congregations and clergy and engage with new potential member congregations from diverse communities of faith.
10. Maintain contact with local judicatories (and if applicable local and national ecumenical bodies) for ways that the Conference can partner with them around community issues.
11. Develop and strengthen partnerships for further implementation of the Mission and Vision Statement(s).

Public Relations

12. Identify and respond to opportunities and community issues in the Lehigh Valley that build the brand of the Conference.

13. Oversee traditional and new modes of communication, respond and relate to the media, and approve special program publicity and press releases.
14. Represent, and speak publicly on behalf of, the Conference in the community, particularly as it relates to social service organizations, city/county human service organizations, and faith communities.

Qualifications:

1. Strong background and continuing involvement in Christian faith tradition.
2. Fully supportive of the Conference Mission Statement.
3. Understanding and/or background in social services and finance.
4. In-depth understanding of poverty and relevant social issues.
5. Commitment to diversity, equity and inclusion.
6. Minimum of Bachelor's Degree or equivalent experience, with evidence of commitment to continuing education and updating of skills.
7. Minimum of seven (7) to ten (10) years of experience in a comparable management position, preferably in a non-profit or governmental organization.
8. Effective communicator (speaking and writing) and relationship builder with staff, board, clients and community.
9. Creative leader who can build a healthy management team, empower staff and volunteers to grow to full potential, and move the organization forward.
10. Business acumen with innovative approaches to organization, development and fundraising. (Prior experience with non-profits preferred.)
11. Availability and interest in reaching out to constituents in non-traditional hours (evening meetings, Sunday mornings, etc.).
12. Employee must be of good moral character, may not have been convicted of a violent or drug related felony and must be able to perform his/her primary responsibilities with reasonable skill and safety. Exceptions require approval of the Executive Committee and/or the Board;
13. Employee may not have an Indicated or Founded Child Abuse Offense.
14. Valid driver's license

**General:**

The Executive Director is a full-time, exempt (salaried) employee of LCC. Evening, holiday and weekend work will be required from time to time.

**Direct Reports:**

- Director of Administration
- Director of Programs
- Ecumenical Director
- Finance Manager
- General Manager – Lazarus House

**Staff Requirements:**

- Attend staff meetings, trainings, retreats and LCC annual meetings as appropriate
- Work as a team with Management Staff, encouraging them to improve supervisory skills.
- Perform all other appropriate duties as assigned by the Board of Directors.