

Executive Director

The Executive Director must be a member of a congregation of the Lutheran Church Missouri Synod. When the Executive Director is not an ordained clergy member of the LCMS, then the District President of the LCMS in which Voice of Care resides will appoint an ordained clergy member to be the Spiritual Advisor for Voice of Care. The Spiritual Advisors role would solely be to resolve any theologically based issues that arise among staff or Board of Directors.

The primary duty of the Executive Director is to take the mission statement and visions set forth by the Board of Directors and convey that to congregations and potential donors. The Executive Director also works with the staff to make an annual action plan from these visions and oversees the execution of this plan by the staff within the budgetary constraints set forth by the Board. The Executive Director will make semi-annual reviews of the Administrative Assistant, Program Director, and Director of Development.

The Executive Director will make quarterly reports to the Board along with providing current financial statements so that the Board of Directors may make decisions for the benefit of Voice of Care. The Board of Directors in turn will support the Executive Director by using their time, talent, and financial gifts to further the ministry. The current board president shall conduct semi-annual reviews of the Executive Director according to the policy and procedure manual.

Estimated work hours: 48 (current) to 60 hours per month

Criteria for Executive Director:

Education and Work Experience

- A Bachelor's Degree or higher from an accredited university.
- Related experience at a comparable organization with direct supervision of multiple levels of staff and employees. Preferred prior experience in a senior management role in another organizational setting.
- A proven track record of budgetary and fiscal management.
- Preferred to have experience in strategic planning and fundraising including capital campaigns, annual campaigns and the securing of large grants and gifts.

Leadership Skills

- Demonstrate personal values consistent with the Voice of Care mission. In congruence with the mission, Voice of Care seeks to foster an environment where diversity, building on our Lutheran Christian foundation, is celebrated and where all members, volunteers and staff can reach their fullest potential. The new Executive Director must have the ability to work with people of diverse cultural backgrounds in the church - members, volunteers and co-workers.
- Responsible for holding key staff accountable for ensuring that assignments, projects, and reports are completed on-time and are of professional quality.

- Demonstrate excellent written and verbal communication skills. Ability to articulate the Voice of Care vision from personal faith perspective that is consistent with Lutheran theology that is grace-based, sacramental and scriptural.
- Demonstrate the ability to develop and strengthen community and donor relationships throughout the United States. This may include travel with presentations and booths in various parts of the country.
- Using principles set forth by Lead Like Jesus, a Ken Blanchard product; remain actively engaged in staff development and performance leading to superior results in programs, participant satisfaction and community engagement. Maintain a culture of integrity, high ethical standards, values, accountability and performance. Encourage the team by creating a spirit of inclusiveness, camaraderie and mission.
- Continue to strengthen a culture of inclusion, integrity, character and life-long learning within Voice of Care that reinforces the mission, encourages and promotes values of honesty, respect, responsibility and caring.

Organizational and Financial Skills

- Use high level of financial analysis to forecast financial trends, growth and stability while consistently leading organization to balance or surplus operations by growing earned revenue and contributions and controlling costs. Empower and guide the Key Three Leaders on the successful financial operations of facilities.
- Work with the board and Key Three Team to develop an annual tactical plan for achieving key Voice of Care goals and objectives. Remain fully informed of all operational issues and have the keen ability to quickly address any issues that might arise as well as forecast future needs.
- Have the ability to work effectively with key staff to create and develop a strategic roadmap that addresses *big questions (opportunities and challenges)* with defined organizational strategies. Lead staff in the development and implementation of goals through an annual operating plan.

Working with the Director of Development to develop and implement a comprehensive fundraising plan (including annual support, planned giving, etc.) that will establish Voice of Care as a leading charitable organization within the churches and community through the engagement of members, volunteers, staff and donors. The Executive Director will play a significant role in the planning and execution of this plan.