

EXECUTIVE DIRECTOR

Job Description

The Staff

- Instruct, inform, train, motivate, and encourage all staff members.
- Hire, and if necessary, release staff members.
- Conduct annual reviews of employees.
- Conduct exit interviews with Volunteer Coordinators.
- Supervise the staff.
- Assume all Human Resource (HR) duties.
- Conduct safe sanctuary training of all staff and volunteers.
- Superintend daily and special Staff Meetings.

The Volunteers

- Secure Volunteer Coordinators (1-3 month rotations) in coordination with the rest of the staff.
- Make all volunteers feel welcome and appreciated.

The MMDC Board of Directors

- Attend Executive Board Meetings and Board of Directors Meetings.
- Work cooperatively with the Board of Directors and staff in campus development, vision-casting, fund-raising, and communications.
- Report to the Board of Directors (two times annually).
- Assist the Board of Directors in creating and modifying MMDC Policies and Procedures.
- Communicate with the Board of Directors by email routinely or as needed.

Donations and Shipments

- Determine what items to receive as donations, in discussion with staff members.
- Cultivate and maintain a good working relationship with corporate and private donors.
- Decide shipping dates, destinations, and items to be shipped in cooperation with warehouse staff.
- Work cooperatively with community and church organizations, as well as UMCOR, UMC conferences in annual collection drives, and organizing charitable contribution campaigns.
- Communicate and cooperate with Disaster Relief Coordinators within the United States (reactively as well proactively).
- Communicate and cooperate with all the depots in the UMCOR Relief Supply Network.

Communications

- Conduct Awareness Talks with church groups, congregations, and community organizations.
- Give Tours for new teams or groups as they visit/volunteer at the MMDC.
- Create Press Releases for state-wide disbursements as well as international shipments.
- Communicate and prepare Needs Lists for distribution, in discussion with staff.
- Assist in composing semi-annual newsletters and monthly updates.
- Answer all emails in a timely manner for both the office and director email accounts.

Development/Public Relations

- Assume leadership and responsibility in conjunction with the MMDC Board of Directors for the entire Development and Public Relations effort of MMDC.
- Plan and execute the MMDC's major gift and planned giving program and possible capital campaigns as needed.
- Develop a strategy of securing major gifts and call on major gift and deferred giving prospects.
- Conduct periodic studies and analysis of giving from donors.
- Devise a system of recognition, appreciation and encouragement to all donors or donor organizations.
- An ability to travel as needed to secure effective fund-development results.
- Current knowledge of or excellent aptitude for learning charitable gift and estate planning strategies.
- Demonstrated ability in the area of public relations and fund development for a non-profit or religious organization.
- Initiate Grant Proposals and make calls on foundations, corporations, and other sources of large gifts or grants.

Administrative

- Supervision of all bookkeeping duties including accounts payable, payroll, and receipting of donations.
- Creating the annual budget and supervision of all finances.
- Evaluate and manage financial status or condition on a weekly basis and cash on hand on a daily basis.
- Review all bills/invoices before submitting them to the bookkeeper for payment.
- Along with other staff, purchase needed supplies for the building, grounds, and volunteer projects.
- Approve reimbursements and manage the petty cash fund in cooperation with the Bookkeeper.

Miscellaneous

- A Christian with a commitment to the church and a keen interest in its outreach mission.
- A high priority is placed on personal integrity and the need for confidentiality.
- Flexibility in interpersonal style in order to accommodate working with various constituents, other staff, and the MMDC Board of Directors.
- Offer advice to the MMDC Board of Directors in search of future board members.
- Co-host the Board of Directors meetings along with the rest of staff.
- Promote relationship between Twice Giving Gifts and MMDC and be available for sales when shop is closed.
- Possess strong organizational and people skills, with a caring attitude.
- Demonstrate God's love through actions, attitudes, and words.
- Assist in God's mission of helping the less fortunate throughout the Midwest, the Nation, and the World.
- High school graduate with 1-2 years post-high school education or 5 years related experience.
- Articulate and computer literate with clerical, communications, and organizational skills, being proficient in the following programs: Microsoft Word, Excel, Publisher, Outlook and QuickBooks.

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