

	POWERFUL WOMEN OF PRAISE POLICY & PROCEDURES MANUAL	EFFECTIVE	REVISED	POLICY NO.
		06/22/09	11/06/09	3.2
Chapter	Subject			
Human Resources	Job Description: Executive Director			

Job Description:

Under general direction, coordinates, and plans special events and activities to enhance the organization and performs other related duties as assigned for Powerful Women of Praise.

Compensation

This is currently a volunteer position, no compensation will be provided.

Reports to:

The Board of Directors

Minimum Qualifications:

Character:

- Passionate about the accomplishment of the organization's goals as demonstrated by regular involvement in meetings, events, and activities.
- An innovative and entrepreneurial self-starter who works well without direct supervision and who can grow and strengthen a mature organization.
- Maintains a reputation for integrity in professional and personal dealings.
- Willing to dedicate the time required to ensure that the organization meets its goals.
- Ability to collaborate with and assume leadership in the faith-based community.

Experience:

- Previous experience in and/or knowledge of program & project management.
- Leadership role in a non-profit organization, ministry, or women's group.
- Familiarity with local agencies and community leaders.
- Demonstrated success in leading an organization, including a strong working relationship with a volunteer Board of Directors.

Spiritual

- A personal testimony of a growing and vital relationship to Jesus Christ.
- A love for service and a desire to provide opportunities for women to grow toward maturity in Christ within our membership and out in the community.
- Knowledge of Christian doctrine.

Beneficial Spiritual Gifts

Leadership, Discernment, Exhortation, Mentoring, Teaching, Helps, Service, Wisdom

Responsibilities

1. Assure that the organization has a long-range strategy which achieves its mission, and toward which it makes consistent and timely progress.
2. Provide leadership in developing program, organizational, and financial plans with the Board of Directors and staff, and carry out plans and policies authorized by the board.
3. Promote active and broad participation of volunteers and members in all areas of the organization's work.
4. Maintain official records and documents, and ensure compliance with federal, state and local regulations.
5. Maintain a working knowledge of significant developments and trends in the field.
6. The Executive Director leads the staff and member of PWOP by personal example in study of and devotion to scripture, prayer, and service to others.
7. The Executive Director leads, enables and supports the staff in developing and implementing PWOP plans and programs, and evaluating these programs in accordance with the vision and mission statements of PWOP.

In communications, the Executive Director will:

1. See that the board is kept fully informed on the condition of the organization and all important factors influencing it.
2. Publicize the activities of the organization, its programs and goals.
3. Establish sound working relationships and cooperative arrangements with community groups and organizations.
4. Represent the programs and point of view of the organization to agencies, organizations, and the general public.

In budget and finance, the Executive Director will:

1. Be responsible for developing and maintaining sound financial practices.
2. Work with the staff, Finance Committee, and the board in preparing a budget; see that the organization operates within budget guidelines.
3. Ensure that adequate funds are available to permit the organization to carry out its work.
4. Jointly, with the president and secretary of the board of directors, conduct official correspondence of the organization, and jointly, with designated officers, execute legal documents.

Additional requirements: Possession of a valid California driver's license; willingness to travel throughout the state and nation for trainings, meetings, and conferences; willingness to work extra hours as required. This is a telecommuting position and the individual must have access to a computer with internet access and a phone for teleconferencing.