

Shenandoah County Weekday Religious Education Association

Principle Functions:

As a follower of Jesus Christ, the Executive Director is responsible for ensuring the effective operation of the organization, including overseeing administration, programs, budgeting, staffing, and strategic plan of the organization. Other key duties include fundraising, marketing, and community outreach.

Reports to: Board of Directors

Supervises: All paid staff, directs volunteer staff when appropriate.

The ideal Candidate will have the following qualifications:

1. Committed follower of Jesus Christ.
2. Exhibit a strong commitment to developing children in a walk with Christ.
3. Agree with and be willing to uphold the Bylaws and policies of the Organization.
4. Have compassion and empathy toward others and a genuine burden for the lost.
5. Preference given to those with a bachelor's degree or equivalent experience in a human service field.
6. Have experience as a volunteer or staff person for a Christian ministry.
7. Have experience in an administrative position with direct supervisory experience.
8. Exhibit strong skills in interpersonal communication, biblical conflict resolution, public speaking, and writing.
9. Have experience in fundraising and public relations.
10. Be able to work with the board of directors to develop and implement strategic plans for the organization.
11. Be able to carry out responsibilities with minimal supervision.

Priorities:

1. Continue to grow and mature as a follower of Jesus Christ personally and in community.
2. Prioritize spiritual, physical, and emotional health by respecting God-given limits.
3. Establish and maintain healthy boundaries that protect important relationships such as children and their families, public school board and administration, and church communities.
4. Maintain a mentee and prayer partner relationship with a more mature follower of Jesus.
5. Provide spiritual leadership, encouragement and direction to staff, volunteers, and supporters.

Major Responsibilities:

Administrative:

1. Provide direction and supervision to Teachers, Aides, Bus Drivers, Volunteers, and Digital Marketing/Outreach committees.
2. Conduct yearly written evaluations of personnel.
3. Coordinate with staff, volunteers, and directors in creating an annual strategic plan presented to the board of directors for consideration and approval.
4. Coordinate with the treasurer, directors, and other staff on an annual budget that is presented to the board of directors for consideration and approval.
5. Oversee and ensure that accurate and current financial records are kept, presented to the Treasurer, and reported to the board at each meeting.
6. Oversee expenditures for budgeted expenses of the Organization.
7. Oversee compilation of statistical reports and records.
8. Ensure that all policies are carried out; coordinate with staff members in evaluating, updating, developing, and implementing new policies.
9. Hold consistent meetings with staff to stay informed of staff, student, and school administration needs and concerns.
10. Attend board meetings as a non-voting ex-officio member.
11. Ensure all staff positions are filled for teachers, aide's, bus drivers, and any other support staff that are required for each day's instructional requirements.
12. In coordination with the Board of Directors, maintain a list of qualified staff to include teachers, aides, bus drivers, and volunteer staff to meet the operational and fundraising needs of the organization.
13. Initially and when needed due to sickness, vacancies, or other absences, shall be expected to fill any position with in the organization to assure the Spiritual Education of the children occurs at the regularly scheduled time and place. May be required to fill in as a teacher, aide, or bus driver for extended time periods to meet the operational needs of the organization.

Training:

1. Work with new employees and volunteers to ensure they meet established credentials for their position.
2. Attend annual Virginia WRE meetings ensuring that the organization meets and exceeds State requirements regarding all positions.

Events/Donor Development:

1. Work with the Board and Fund Development Committee to plan and execute major fundraising events.
2. Develop and distribute quarterly newsletter, end of year capital campaign letter, and other written partner communication.
3. Develop and maintain best practices for donor development and donor segmentation strategies that promote the intersection of donors' passions and the Organizations needs.
4. Encourage the board of directors to utilize their personal social capital in raising friends and funds for the Organization.
5. Develop a yearly events/development plan.

Church and Community Relations

1. Garner support for the Organization by educating the community about the values and practices of WRE.
2. Along with the Church Relations Committee, develop and maintain relationships with pastors and churches in our community.
3. Develop and maintain relationships with other ministries and organizations in our community that meet or can assist the organizations goals or needs.
4. Represent the Organization in the community and media.
5. Develop, oversee and revise promotional materials as needed.
6. Develop a yearly communications plan.
7. Other duties as directed by the SCWREA Board of Directors.