

JAIL CHAPLAINS
Executive Director Job Description

Exempt: Yes

Hours: Full-time, salaried

Reports to: Jail Chaplains Board of Directors

Benefits: Medical insurance, health savings account, long-term disability, retirement, PTO, gas and phone allowance

Required: Signed agreement with the Jail Chaplains Statement of Faith

SUMMARY: The Executive Director of Jail Chaplains is the senior executive, having and exercising overall leadership and responsibility for its operations and program areas in support of Jail Chaplains mission and goals as defined by the board of directors. The Executive Director supervises staff and ensures Jail Chaplains has sufficient resources to fulfill its mission. The Executive Director reports to the Jail Chaplains Board of Directors and is solely responsible to the board for all operations of the ministry. The Executive Director leads Jail Chaplains to achieve its vision, mission, strategic and financial goals and short and long-term initiatives. This is achieved through effective management of the ministry's staff and volunteers, proactive and collaborative work with the board, oversight of Jail Chaplains fundraising efforts and regular communication with Jail Chaplains staff, volunteers, partners, donors and the community at large.

POSITION REQUIREMENTS

Desired Education and/or Experience

A minimum of a bachelor's degree from an accredited college or university and at least three years of work experience as an executive director or similar position.

Ministry Focus

The Executive Director shall maintain a healthy Christian life and share the good news of God's love with others.

Minimum Qualifications

To perform this job successfully, the individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the personal qualities, knowledge, skills and abilities required.

- Strong analytical skills and sound judgment.
- High level of integrity and dependability.
- Exceptional organizational skills with the ability to effectively plan and manage multiple tasks, meet deadlines and delegate as appropriate.
- Attention to detail, problem solving and time management skills.
- Is a self-starter with strong personal accountability and self-management.
- Excellent active listening skills.
- Strong interpersonal skills with a collaborative approach to building teams and fostering a positive work culture.
- Excellent written and oral communication skills.
- Proficiency with technology and associated software (i.e. Microsoft Office Suite, fundraising CRM and database software, email, etc.).
- Ability to oversee staff, finance, marketing and fund development.
- Experience in creating and executing personnel policies and strategic plans.
- Ability to maintain confidentiality.
- Willingness to travel as needed.
- Commitment to ongoing spiritual and professional growth through resources such as seminars and conferences specific to jail ministry.
- Valid driver's license.
- Provide a personal vehicle to be used for various ministry purposes.

Essential Functions

- Sets priorities, develops a work schedule, monitors progress towards goals and tracks details/data/information and activities.
- Maintains both paper and electronic files and records accurately and ensures confidentiality of private information.
- Ensures consistent and regular software and hardware maintenance, cleanup, backup and upgrades.
- Prepares board and information reports in a timely fashion.
- Creates a positive work environment and maintains collaborative and supportive working relationships with others, both internally and externally, to achieve the goals of the organization and resolve problems as they arise.
- Displays excellent judgment and decision making that enhances organizational effectiveness.
- Maintains organizational records and documents according to the board's records destruction and retention policy.

Mission, Program Development and Delivery

- Ensures the organization has short- and long-range strategies to achieve its mission with the resources and programs in place to execute it.
- Oversees program and organizational plans in alignment with the organization's strategic goals.
- Evaluates how program goals and objectives are being met and collaborates with staff to ensure success.
- Ensures Jail Chaplains on-line and print presence are accurate, brand and mission focused, current and of high quality.
- Maintains and regularly updates Jail Chaplains website and social media information.
- Maintains a working knowledge of current and emerging issues related to Jail Chaplains mission.
- Provides visionary leadership and inspires staff, volunteers and others to unite in pursuit of the Jail Chaplains' mission and plans.
- Analyzes the needs and plans for the provision, protection and maintenance of assets necessary to accomplish the Jail Chaplains' mission.

Governance

- Ensures the board is informed and supported in its work.
 - Communicates appropriately and effectively with the board of directors.
 - Provides, in a timely and accurate manner, board requested reports and information necessary for the board to function properly and to make informed decisions.
 - Capably and willingly works under the direction of the board of directors.
 - Implements the board's policies.
- Provides staff support to board committees.
- With the board chair, prepares agenda and action items for board meetings.
- With the governance committee, helps recruit new board members.
- With appropriate board officers, executes legal documents.
- Ensures compliance with all state and federal regulations governing non-profit organizations.

Financial Management

- Contributes to the leadership of the board and finance committee by developing policies and providing recommendations upon which the board and finance committee can act.
- Assures compliance with Jail Chaplains financial policies and reviews them regularly with the finance committee to incorporate changes in non-profit accounting standards and regulations or changes in other policies as needed.
- Demonstrates accountability for income and expenses in accordance with budget and board policies as well as support of short- and long-term planning objectives.
- Works with staff, finance committee and the board of directors to prepare an annual budget, including endowment and reserve funds, and ensures that the organization operates within budget guidelines.
 - Ensures budgeting includes sufficient information to make credible projections of revenues and expenses, cash flow and provides disclosure of planning assumptions.

- Maintains official records and documents and ensures compliance with federal, state and local regulations and reporting requirements.
 - Ensures timely annual IRS 990 preparation and filing.
 - Ensures tax payments and other government ordered payments or filings are not timely and are accurately filed.
- Maintains and enforces appropriate internal controls regarding handling, depositing and recording of cash, checks and electronic giving.
- Ensures that funds are disbursed in accordance with contract requirements or donor designations.
- Settles payroll and debts in a timely manner.

Human Resources

- Hires, supervises and evaluates all direct reports in accordance with Jail Chaplains personnel policies.
 - Makes the final decision on hiring recommendations.
 - Meets regularly with direct reports throughout the year to discuss periodic, ongoing employee performance.
 - Conducts an annual review of all direct reports prior to employment offer and meets with employees to discuss the evaluation.
- Encourages staff development, spiritual growth and ongoing education.
- Ensures job descriptions are developed, reviewed regularly and annually updated as needed.
- Ensures compliance with Jail Chaplains personnel policies and all applicable city, state and federal regulations on workplaces and employment.
 - Conducts periodic review of administrative personnel policies to reflect new regulations and emerging best practices.
- Annually reviews employee salaries as compared to market prior to making employment offers.
- Serves as the HIPPA Compliance Officer.
- Ensures policies and procedures are in place to educate volunteers and maximize volunteer involvement.
- Ensures all personnel records are confidentially secured and appropriately maintained.

Community Leadership

- Fosters community awareness and partnerships.
- Establishes and maintains strong, cooperative working relationships with the Cass County Sheriffs Office.
- Establishes strong working relationships and partnerships with allied community organizations, the cities within Cass County and state agencies.
 - Works with area churches and volunteers to increase inter-denominational engagement.
 - Educates and promotes Jail Chaplains mission and programs to churches, community groups, businesses, media and the public at large.
 - Serves as an effective spokesperson for Jail Chaplains to the public, private and not-profit sectors, including media.

Fundraising and Development

- In collaboration with the board of directors, develops annual fundraising plans to meet or exceed the annual budget.
 - Develops and implements a fundraising plan that includes identification, cultivation, solicitation and stewardship of gift prospects, current donors and lapsed donors.
 - Includes donor recognition planning.
 - Includes building corporate and foundation giving and increasing major gifts.
 - Writes proposals for major corporate and foundation grants and major gifts from individual donors.
 - Works with the board to identify and/or assist with engaging major donor prospects.
 - Identifies and encourages others to assist in fundraising at various participation levels.
- Establishes and ensures the implementation of a practical and measurable fundraising strategy to acquire new donors, increase engagement from existing donors and re-engage lapsed donors.
 - Develops and implements annual fundraising metrics.

- Analyzes donor capacity and solicits donations accordingly.
- Develops and implements strategies for endowment, planned and deferred gifts.
- Oversees and conducts event planning.
 - Plans, leads, evaluates and tracks results for fundraising events.
 - Uses outreach events to meet, identify and qualify prospective donors.
- Ensures fundraising is in conformance with standards of the Association of Fundraising Professionals (AFP). Individuals doing fundraising for Jail Chaplains must abide by the Code of Ethical Principles and Standards of Professional Practices of the Association of Fundraising Professionals.
 - Provides donors with a Donor Bill of Rights upon request.
- Ensures Jail Chaplains operates with administrative gift acceptance policies which evaluate the full consequences of gifts given to the ministry prior to the receipt of such gifts.
- Ensures appropriate confidentiality of donors and accuracy of the donor database.
 - Consistently and expediently records donor and donor prospect meeting and discussion information into the data base. Goal is to enter data within 24 hours of meeting or discussion.
 - Maintains a reasonable level of privacy, both visual and oral.
- Acknowledges and receipts donations in a timely manner. The goal is to send out donation receipts within 48 hours of receiving the donation.
- Conducts and documents monthly fundraising reconciliations with bookkeeping records.
- Conducts fundraising activities that align with the organization's annual budget, strategic plan, marketing and communication efforts.
- Develops and implements administrative policies related to fundraising and receipting of gifts.
- Keeps abreast of changes and developments in the fundraising profession by such things as:
 - attending local and area professional meetings.
 - reading fundraising journals and books.
 - participating in training seminars.
 - becoming a member of a professional fundraising organization.

Physical Demands:

- Driving
- Fine finger manipulation (keyboarding)
- Managing long periods of computer work
- Ability to safely lift 25 lbs.
- Sitting for sustained periods of time
- Standing for sustained periods of time
- Carrying and reaching

SUPERVISORY RESPONSIBILITIES: Jail Chaplains Employees/Direct Reports

The Executive Director may be required to perform other duties as assigned or as required by the needs of the ministry.