



CHRIST ENRICHMENT CENTER

Position Description: Executive Director

GENERAL SUMMARY:

This position is the senior executive at Christ Enrichment Center. This position is responsible to the board of directors and is the official spokesman for CEC. The Executive Director represents CEC to external bodies and at events and is expected to exert management control over all functions of CEC, including renovation, repair and maintenance of buildings and grounds; fiscal management, program planning, fundraising and sponsored projects and other activities.

DUTIES:

1. Prepare monthly reports to the board on finance, programs, fundraising and sponsored projects and planning as appropriate. Report on other activities and needs on a situational basis.
2. Maintain a constant vigilance on activities that can be altered or changed as a means of saving money or maximizing resource utilization and program outcomes.
3. Maintain a constant vigilance on programs that can be implemented with high impact on the target population.
4. Maintain awareness where staff training might be necessary and devise training plans to assist employees.
5. Review internal systems that use various forms of computer, video and peripheral technology on an on-going basis. Develop strategies for the adoption, adaptation and implementation of technology to improve the effectiveness of the organization.
6. Design and develop methods for fundraising and sponsored projects.
7. Develop an annual review process for all employees. This process is intended to help all employees grow and improve in their positions.
8. Seek possibilities for collaboration with other organizations as a means of acquiring funds and to generate desired program outcomes
9. Seek and maintain data and information that allows CEC to base its programs on substantive problems existing in the Genesee County community or subdivisions of this community.
10. Examine programs in other counties, states and the nation and select those that might be useful to the population we serve.
11. The Board of Directors desires that project sponsors pay 100% of project and indirect or administrative cost. While this may not be possible in many cases, there are methods that maximize financial resources to CEC. The Executive Director is responsible for the design, development and implementation of systems that maximize resources to CEC.

MINIMUM REQUIREMENTS:

This position requires an earned Bachelor's degree from an accredited four-year college or university. Applicants are required to have at least two years experience in fundraising or sponsored projects. Good writing and oral communication skills are necessary for this position. Past management experience can be used as a substitute for one of the two required areas.

All interested applicants should submit Curriculum Vitae/résumé, references, cover letter to:

Mr. Russell Carson, Chairperson
Christ Enrichment Center
322 East Hamilton Ave.
Flint, MI 48505

Compensation will be based on credentials and experience.