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Application for Executive Director

Love INC of Benton County

Love In the Name of Christ of Benton County Oregon (Love INC) is a nonprofit Christian organization dedicated to mobilizing the Church to help people in need. Love INC is seeking an experienced professional to give direction and leadership toward the achievement of the vision and mission, implement the strategic goals and objectives, and help enable the board of directors to fulfill its governance function.

Duties include casting the vision for Love INC in the community and representing the organization's mission and core values; cultivating and nurturing relationships with pastors and churches, agencies, donors, and businesses; overseeing program plans and initiatives; overseeing office administration and operations; managing staff and volunteers; participating in the development and implementation of the annual budget and fundraising plans; and supporting the board of directors.

This position requires a bachelor's degree or equivalent experience in management, social work, organizational leadership, ministry, community development, or related field. This position requires a minimum of three years leadership experience and excellent verbal and written communication and interpersonal skills. An ideal candidate will be a strong team player and able to work with a variety of people, but also possess the ability to work independently and take initiative. Experience in supervising paid staff and volunteers is required, as well as the ability to teach and influence others. An ideal candidate will be able to meet multiple priorities effectively and timely. This position requires word processing, email, and similar computer skills. It requires a personal desire for and commitment to a relationship with Jesus Christ and the church. It is essential to embody a commitment to and passion for the Church with its mission to serve the poor as an agent of transformation.

Send resume with cover letter and references to:

Love In the Name of Christ of Benton County



Job Description

Love In the Name of Christ of Benton County

Job Title: Executive Director

Reports To: Love INC Board of Directors

Mission: "Mobilizing the Church to transform lives and communities In the Name of Christ," and further the Corporation's purpose as expressed in its by-laws.

Objectives:

1. To cast the vision for Love INC of Benton County in Church of the Valley, Citichurch, the churches and Corvallis community while representing the organization's mission and core values.
2. Cultivating and nurturing relationships with Citichurch, Church of the Valley, local churches, agencies, donors, volunteers and businesses.
3. Oversight of the office administration, operations and management of the staff and volunteers of Love INC of Benton County.
4. Participate in the development and implementation of the annual administrative and program budgets; develop and implement fundraising plans; develop strategic plans for ministry growth and church participation; and support the board of directors.

Responsibilities:

1. Love INC of Benton County Vision and Values
 - a. Live out the values, beliefs, and core mission of Love INC of Benton County.
2. Code of Ethics, Business Conduct and Confidentiality
 - a. Maintain confidentiality and code of ethics concerning Love INC business, finances, employee relations and donor records. Execute the form of attestation.
3. Community Impact.
 - a. Develop church ownership and mobilization to respond to person-to-person needs.
 - b. Serve and nurture network partner churches.
 - c. Consider, develop and cultivate programs designed to meet the organization's mission; to encourage community involvement and to strengthen local churches and their volunteers.
 - d. Cultivate, strategically consider and develop volunteers to staff programs to bridge "gaps" in community services.
4. Public Relations/Marketing:
 - a. Assure that a viable Public Relations and Marketing Effort is developed and implemented to maximize community understanding



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of the unique role Love INC of Benton County plays in the health of our community.

5. Staff Supervision
 - a. Manage, supervise and lead all employees:
6. Resource Development
 - a. Participate with Board in annual financial development plan.
 - b. Research and write grants seeking funds and resources for operating costs and specific projects or programs.
7. Board Development:
 - a. Assist the Board Chair to identify, orient, educate and develop strong board members in all areas of board service and governance.
8. Administrative Oversight

Competencies:

- Team Building
- Networking
- Microsoft Office Suite
- Quickbooks
- Time Management
- Scheduling
- Budgeting
- Public Speaking
- Developing systems of administration
- Social Networking Media

Performance Evaluations:

1. Evaluations shall be conducted annually or as often as determined necessary by the board.
2. Evaluations shall be conducted in the manner determined by the Executive Committee.

Physical Demands and Working Conditions:

1. Generally consistent with an office environment.
2. Ability to speak, listen and observe within normal ranges for contacts with people and paperwork required.
3. Occasional travel may be required.
4. Occasional need to work extended hours for special event or activity.
5. Finger dexterity as necessary to use office equipment such as copiers, printers, computers, phones, and other general office equipment.
6. Ability to lift 25 pounds may be needed for occasional moving of boxes or materials for special event or activity.

I have read and understand the job description. I am competent to carry out the responsibilities and capable of performing the physical demands under the working conditions listed herein.

Signature: _____ Date: _____



Job Application for Executive Director

Employment with Love INC is based on mutual consent. Both the employee and the employer have the right to terminate employment at will, with or without cause, at any time.

First Name _____ Last Name _____

Street Address _____

City _____ State _____ Zip _____

Home Phone _____ Work Phone _____

Home Fax _____ Work Fax _____

Cell Phone _____

Email _____

How did you hear about this job opportunity?

Do you have the legal right to work in the United States? Yes No

Have you ever worked for Love INC before? Yes No

If "Yes", list job held and date/place

Have you ever been terminated or asked to resign from a Love INC position?

Yes No



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If “Yes”, please explain

Have you ever been convicted of a crime? Yes No

If “Yes”, please explain

If you require accommodations (under the American Disability Act) for interview processes, please describe the reasonable accommodations you are requesting.

Please take a moment to answer the following questions that will help us evaluate Christian compatibility.

Are you presently attending a church? Yes No

Name of Church, Church Address, Church Phone, and Pastor’s Name



Please reply to the following questions through typing your answers and attaching them to this document, Thank you.

1. Please provide a personal statement of your relationship with Jesus Christ.
2. Describe your personal areas of strength, please describe what you are currently doing to develop and enhance these strengths.
3. Describe your personal areas of growth. Please describe what you are currently doing to understand the effects these growth areas have on your life.
4. Describe your personal care plan. In other words, what current and planned practices do you have in place to ensure you are working toward mental, physical, emotional, spiritual and financial health? Describe the warning signs you have to indicate you are beginning to become unhealthy.
5. What is the most recent book that has influenced and affected your life? Describe and elaborate on what caught your attention and how it has had an effect on your life.
6. Please recount a story of one of your personal best leadership moments. Describe your growth points as well as your reflections upon this situation.
7. Please recount a story of one of your personal worst leadership moments. Describe your growth points as well as your reflections upon this situation.
8. If you are married, please describe your relationship with your spouse. How would you describe your marriage at this point in your life? What do you enjoy doing together? How do you spend time off together? What are the qualities you most appreciate about your spouse? Does your spouse have a relationship with Jesus?
9. Why do you want to work for Love INC of Benton County? What do you believe you bring with you that will enhance and grow the ethos and mission of Love INC of Benton County?



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Attach the following to this application:

1. Cover letter
2. Resume
 - a. Education History
 - i. School, Degree, Major, Last Year Attending
 - b. Work Experience
 - i. Include if we may contact your employer
 - ii. Include annual salary
 - iii. Include reason for leaving or termination
 - c. Competencies, Certifications, Languages Spoken
 - d. 3 Personal References
 - e. 3 Professional References
 - f. 3 Spiritual References
3. Letters of Reference
 - a. Professional
 - b. Personal
 - c. Spiritual
 - d. Previous Employer