

COMMUNITY LUTHERAN PARTNERS, INC.

JOB DESCRIPTION

1. Title: Director
2. General Description: The Director is responsible for the management of the agency, public representation, and the execution of policy as approved by the Board of Directors. The position of Director is currently 20hr/week. Starting salary is \$18,000 plus normal travel expenses.
3. Geographic Area of Focus / Base of Operations: Entire territory of the West Virginia - Western Maryland Synod, ELCA (<http://www.wv-wmd.org/>; <https://www.facebook.com/WVWMDSynod/>).
4. Responsibilities:
 - Assist in developing, maintaining, and implementing agency vision, mission, and strategic plans.
 - Develop structures and/or programs that express and operationalize the mission of CLP (the agency) in compliance with the evolving agency strategic plan.
 - Represent CLP publicly;
 - Provide strategic leadership of the agency and direct day-to-day operations and activities; This includes fundraising, program development, and the development of outreach and communications which promote an awareness of the agency within the synod and beyond.
 - Maintain, further develop and implement financial and management policies reflecting good stewardship as approved by the Board of Directors including developing and managing agency budget;
 - Guide the use of asset based approaches to addressing disaster and other complex societal issues; Train, support, and work with congregations to undertake the same.
 - Employ, assign, supervise, evaluate and dismiss staff and independent contractors as needed to perform the work of the agency;
 - Provide for staff development.

- Maintain and manage a workforce that reflects and supports diversity;
 - Maintain positive relationships with the WV – Western Maryland Synod, its congregations, and its full-communion partners;
 - Create and maintain partnerships and collaborations with agencies, ecumenical colleagues and other entities with the intent of advancing mutually agreed upon objectives and enhancing effectiveness.
 - Direct agency educational, service and advocacy activities;
 - Assure compliance with all state, federal and local regulations;
5. Relationships and Accountabilities: The Director is responsible to the Board of Directors. Additional staff is the responsibility of the Director with the guidance of the board.
6. Qualifications:
- Passion for social ministry and community service through partnerships;
 - Willingness to work with diverse communities;
 - Strong verbal and written communication skills;
 - Willingness to engage in fund raising (ex: grant writing; planning events);
 - Demonstrated fiscal management skills;
 - Comfortable in church settings;
 - Willingness and ability to undertake overnight travel when needed;
 - Basic computer skills (work processing, basic spreadsheets, setting up and participating in on-line meetings, slide development, social media, etc.)
 - Openness to cultural diversity in Appalachia and beyond;
 - Bachelors (preferred) in social work, counseling, education, public health, community development or related fields or life experience equivalent as determined by the board;

- Lutheran and/or possess knowledge of and familiarity with the Lutheran Church or willingness to learn the same;
 - Non-profit (501c(3)) experience;
7. This job description is not intended to be all-inclusive, and the director will also perform other reasonable related business duties as assigned by the Board of Directors.
 8. The Board of Directors reserves the right to revise or change job duties and responsibilities as the need arises with appropriate notification to the director.
 9. This job description does not constitute a written or implied contract of employment.

Revised 6/5/21