

Bethany First Church of the Nazarene

Job Description: Tulakes Neighborhood Ministries Executive Director

Classification: Part-time (30 hours per week)

Our Mission and Vision

We are passionate about becoming more like Jesus and helping people come to know Jesus. We love and serve the community as a bridge to new life and well-being through the open arms of Jesus.

The Executive Director will be a servant leader who has a call to serve God through ministries to 'the least of these.' This position leads all programming, including the areas of food distribution, medical care, mental health care, youth and family programs, the church; and fundraising to support the ministry. Along with the senior pastor of Tulakes Community Church, the Executive Director is the primary liaison with Bethany First Church of the Nazarene (BFC) and the BFC Church Board.

Key Responsibilities:

- 1) Leads organizational culture and strategic planning for ministry areas
- 2) Leads and supports directors, staff, and volunteers
- 3) Develops and maintains relationships and communication that support the ministry
- 4) Oversees all finances and fundraising for the organization
- 5) Provides support for day-to-day operations as needed

Specific Areas of Responsibility:

- 1) Leads organizational culture and strategic planning for ministry areas
 - Leads annual long-range planning, setting specific goals for each ministry area
 - Develops intentional relationship-building with directors each month
 - Ensures mission and vision are the guide for all strategic planning
 - Works in sync with the Bethany First Church Board as the oversight body
- 2) Leads and supports directors, staff, and volunteers
 - Leads bi-weekly director meetings
 - Supports directors through one-on-one meetings
 - Organizes volunteers on-boarding and assists directors with recruiting
 - Celebrates volunteers and staff members throughout the year
- 3) Develops and maintains relationships and communication that support the ministry
 - Maintains ongoing relationships with Tulakes Advisory Board
 - Supports directors in showing appreciation for all volunteers
 - Aids in the ongoing development of volunteers and support staff
 - Maintains ongoing relationships with donors
 - Fosters relationship with various partner organizations
 - Maintains regular engagement on Tulakes pages of all social media platforms
 - Maintains content on Tulakes Neighborhood Ministries website
- 4) Oversees all finances and fundraising for the organization

- Seeks out and applies for new grants for the ministry programs
 - Secures grants and gifts for the organization
 - Manages monthly and yearly budgets for the ministry
 - Actively pursues new revenue streams and maintains current revenue streams
 - Ensures financial resources are appropriately accounted for by every director
- 5) Provides support for day-to-day operations as needed
- Oversees directors of all ministries (food center, clinic, mental health, Emerge, and youth programming events)
 - Aids the directors in maintaining excellence in every ministry area
 - Maintains consistent presence in all ministry areas multiple times every month
 - Creates new programs in line with the vision and long-range strategic plan

Qualifications and Position Requirements:

- + Exhibits a personal and growing relationship with God, a teachable spirit, and a healthy personal life.
- + Passionate heart for serving the marginalized and helping break destructive cycles
- + Minimum of a bachelor's degree
- + Demonstrated expertise in administration of education, ministry, volunteer, non-profit, or public service agency.
- + Strong relationship capability; demonstrates strong skills in communications.
- + Committed to continual learning and growth.
- + Self-motivated leader; demonstrates the ability to adopt a vision and lead its fulfillment.
- + Called to serve; has a passion for the faith community and the church as the Body of Christ.
- + Strong biblical and theological background;
- + Is in agreement with Church of the Nazarene Statement of Faith
- + Lives a lifestyle in full agreement with the Church of the Nazarene Covenant of Christian Conduct and Covenant of Christian Character.

Reports to: BFC Senior Pastor or BFC Executive Director

Resource team: BFC Leadership Team, Business Office and Human Resources, Facilities Team, Communications Team, Tulakes Community Church Senior Pastor

Oversight: Tulakes Directors: Mental Health, Clinic, Food Center, and Emerge