Western Fairfax Christian Ministries
13888 Metrotech Drive
Chantilly, VA 20151
www.wfcmva.org

JOB DESCRIPTION

Position Title: Executive Director

Approval Date: Enter Date Approved by Board

Hours: Full-time Position (Salaried; 40.0 hours per week. Schedule approved by Board)

Job Summary: The Executive Director is the primary overseer and implementer of the WFCM Mission in the day-to-day activities of the Client Services, coordination of volunteers, grant writing, community outreach, and the ministries of the Food Pantry and Thrift Store. Will be responsible for maintaining lease compliance with owner, and overseeing the maintenance of facilities and equipment for both WFCM locations. Must maintain accurate and timely financial records. Ensure all duties and requests for services and assistance and handled promptly and efficiently while maintaining positive working relationships with all processional and volunteers, staff and visitors. Will maintain relationships with both government human services and other community based organizations to coordinate programs. Will attend WFCM Board of Directors meetings as an ex-officio member. Will make her/himself available to attend church meetings as requested to promote the mission and ministry of WFCM.

Personal Expectations:

All staff members of WFCM are expected to have a personal commitment to Jesus Christ and live a lifestyle in accordance with Christian principles. All staff must maintain the highest Christian standards in personal and professional life in accordance with the WFCM Personnel Manual. All staff must demonstrate Christian caring and concern for others.

Principle Responsibilities:

- Have daily prayer and lead staff in the spiritual aspects of the ministry;
- Assure all operations are in conformance with the Mission and Policies and procedures;
- Oversee the WFCM Program, including regular oversight of the budget;
- Report monthly to the Board of Directors on the status of all WFCM ministries;
- Help to develop the vision and plan for the future ministry of WFCM;
- Communicate WFCM ministries, policies, procedures and their results to churches, community individuals and organizations, and volunteers;
- Review, plan, implement, track, and document all calendar events with the Board of Directors;
- Provide assembled information for, and offer an Executive Director's report for each regularly scheduled board meeting;
- Perform other job-related duties as assigned by the Board of Directors;

Educational Requirements: Check the minimum level of formal education required to perform this job satisfactorily.

☒ High School Diploma or GED
☐ Vocational School or some college courses
☐ Associate's Degree, Trade or Technical School
☒ Bachelor's Degree
☐ Master's Degree
☐ Doctoral Degree

Specific examples of degree(s), area(s) of study, and/or licensure(s), denoting (R) if required or (P) if preferred:

(P) commensurate experience with respect to nonprofit business;

Training, Skills, Knowledge, and/or Experience: List specific examples, denoting (R) if required or (P) if preferred.

- General experience in this field: (R) Excellent oral and written communication skills; (R) Maintain familiarity with Microsoft Office software; (P) Demonstrate an entrepreneurial spirit with a dynamic, engaging and energetic personality;
- Experience specific to this position: (R) Minimum of 5 years of progressively responsible experience working with nonprofit enterprises; (R) Ability to maintain accurate and complete records, evaluate overall operations in order to detect deficiencies, implement appropriate corrective actions, and compile written reports on successes and failures;

Supervisory Responsibilities:

☐ No supervisory responsibility
☒ Provides leadership, guidance, or training to new employees and volunteers
☐ Directly responsible for supervising volunteers
☒ Directly responsible for supervising paid employees
☒ Directly responsible for supervising Contractors / Vendors

Organizational Structure:

Job Title to which this position reports: Board of Directors
Job Title(s) directly reporting to this position: Director of Client Services, Food Pantry Manager, Volunteer Manager, Community Outreach Manager, Thrift Store Manager, Grant Writer
Job Title(s) indirectly reporting to this position: Client Services Assistant, Food Pantry Assistant Manager, Assistant Thrift Store Manager

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Secondary / Specific Responsibilities:

- Maintain the confidentiality of all WFCM personanel and financial matters;
- Maintain a calendar for WFCM programs and scheduled events;
- Provide an annual budget presentation and establish reporting procedures and processes;
- Maintain a working knoweldge of the WFCM Program to ensure that its funds are properly documented and that IRS tax record requirements are met;
- Provide constant evaluation of office procedures and products to ensure WFCM ministry is run efficiently and effectively;