

# Executive Director of the Christian Service Center

The Christian Service Center is looking for a strong, faith-based executive director that will lead our three programs distributed through our three local branches within Orange and Seminole County. This person will work closely with our community of faith while leading almost 30 full and part time staff and thousands of annual volunteers. He/she will be the face of the Center making presentations both in-house and throughout the community, and working with our local community-based organizations, funders, and partners like Heart of Florida United Way, local governments and foundations. For a detailed job description, please continue to read on. Please respond with letter and resume to [searchcommittee@christianservicecenter.org](mailto:searchcommittee@christianservicecenter.org).

## **Executive Director Job Description:**

The Executive Director should be a self-starter with proven leadership capability, fund raising experience and executive management skills. The candidate should possess the tools and knowledge to establish a strategy to maintain and grow the Center's financial resources, inform and educate the public about the Center's goals and vision and run the day-to-day operations. The Executive Director will work with the board of directors to build partnerships with central Florida government, businesses and organizations, and establish and implement strategies to advance the Center's positive impact on the region.

## **Responsibilities.**

The Executive Director will:

- Oversee the day to day operating decisions of the Center.
- Create and implement strategic plans based on the input of the board of directors.
- Seek out and secure donations and sponsorships from public and private entities and individuals.
- Attend and/or host various fundraising, networking and public relations events.
- Cultivate and maintain good working relationships with other organization leaders.
- Create, implement and monitor the Center's annual budget.
- Inform the board of directors of organizational matters, including fundraising events, budgets, new programs, and potential issues or challenges.
- Continue the Center's growth of its social media platform.

## **Key Qualifications and Personal Strengths.**

- Possess and maintain a good personal reputation.
- Possess an established set of business contacts, or the proven ability to quickly integrate into a new region.
- Fund Raising—Proven ability to raise funds, ability to maintain relationships with existing donors and expand donor base. Work with volunteers & staff on fund raising events.
- Financial and Accounting Skills--Experienced with creating and tracking a budget for a company or organization, knowledge of accounting and tax issues related to non-profits.

Ability to work with outside accountant and auditor to produce necessary financial statements and tax returns.

- Possess leadership skills, including the ability to motivate and manage staff and volunteers. Be a recognized community leader with ability to work with other community leaders to foster CSC's image in the community and enhance CSC's mission through partnering with other organizations.
- Master's Degree in management, finance, marketing, business administration, or other related field preferred