



The Erie City Mission POSITION DESCRIPTION

Position Title: Chief Executive Officer

Exempt: yes

Reports To: Board of Directors

Category:

Summary of the Job: The Chief Executive Officer is responsible to the Board of Directors for providing Christian administrative leadership for the Mission and spiritual guidance for the staff and clients. S/he is responsible for the financial solvency and fiscal obligations and the spiritual condition of the City Mission of the Evangelical Christian Churches of Erie County, PA.

Essential Functions:

Administrative:

- Be familiar with all policies established by the Board and maintain daily operations within the parameters of that policy.
- Prepare the annual budget, development, and implementation of financial controls, establishing expenditure limitations and the maintenance of all fiscal financial obligations.
- Provide reports describing the activities of the Mission as well as monthly financial statements to the Board for consideration and action.
- Provide information to the Board regarding purchases and expenses.
- Participate in any projects which may be assigned by the Board of Directors.
- Work with the Board to prepare short- and long-range strategic plans for the Mission.
- Preserve the integrity of the faith-based character of the Erie City Mission including a Christ-centered staff and a Christ-centered environment.
- Recruit, select, and hire of staff; implement performance evaluations and maintain personnel records, fill all positions approved by the Board of Directors and handle grievances and/or disciplinary actions.
- Delegate tasks as needed, overall responsibility is assumed by the Chief Executive Officer.
- Conduct weekly staff meetings and daily devotions.
- Manage physical assets (e.g. safety records, preventative maintenance, retail and salvage operations, nutritional service, housekeeping, and compliance with governmental regulations).
- Ensure that all Mission transactions are legal and ethical.
- Maintain strict adherence to the current ECFA *Standards and Best Practices*.

Program:

- Assure meaningful and effective programs are in place to meet the spiritual, physical, and emotional/mental needs of all clients.

- Evaluate, modify, and expand existing and other available programs for the continual purpose of striving for excellence in program design and implementation.
- Ensure program staff be Christ-centered, professionally qualified, and have a heart for the clients.

FundRaising/Community Relations:

- Be keenly aware that community goodwill is essential for any rescue mission. With that in mind, maintain good pastoral relations with area churches, donors and cooperative local government and police agencies.
- Meet with city officials as needed to discuss required permits or variances in building project plans.
- Make public appearances at churches, civic organizations, men’s/women’s fellowship meetings and other groups to promote the Mission.
- Meet with donors and corporate or foundation executives to make special requests for financial gifts to the Mission.
- Develop, participate in, delegate and/or supervise all publicity/media plans and activities.
- Participate in media interviews concerning Mission activities and homeless, addiction problems in general.
- Develop and maintain a volunteer recruitment and placement program.
- Assure that the Mission staff, donors, and Board of Directors are kept appropriately informed at all times for the safety and wellbeing of the Mission and its clients.

Qualifications:

*Finally, the Chief Executive Officer should consider 1 Timothy 3:1-7 because s/he is an overseer. S/he especially needs to be patient because s/he will be tried by the Board, staff, clients and outside public who will occasionally find fault. S/he must be sensitive to the plight of our clients because s/he is their advocate. S/he must be desirous for lost souls because his/her fervor for evangelism will set the tone of all Mission ministry. Finally, s/he must be a visionary because it is his/her vision that will keep vitality in the Mission. Without vision, s/he will be no more than a caretaker for a dying ministry.

Physical Demands/Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Disclaimer: Although ECM has attempted to describe this position accurately and thoroughly, ECM reserves the right to change the same, include to change, add to or subtract from the duty’s outlines, within the sole discretion of ECM, at any time, with or without advance notice. This position description in no way implies that these are the only duties, including essential duties, to be performed by the employee occupying this position. This position description is not an employment contract, implied or otherwise. The employment relationship remains “at will.” The job requirements are subject to change to reasonably accommodate qualified individuals with disabilities.