

## **Job Description**

**Title: Executive Director**

**Reports To: Lead Minister**

**Principal Function:** The Executive Director shall support the Vision, Mission and Values of the ministry. The Executive Director is responsible for executing, monitoring and overseeing the day-to-day operations of the Church facility, business matters and record keeping. The Executive Director shall be responsible for all human resources, including hiring and maintaining appropriate office and facilities, staff levels in order to support the ministry.

### **Duties and Responsibilities include:**

#### **Financial and General Operations**

Manage facilities and administrative departments; directing, inspecting and holding the departments accountable for all aspects of maintenance for the facilities, grounds, equipment, janitorial services, safety and security, purchasing, reception, telephone and IT systems, consistent with standards set by leadership.

Establish, implement and inspect quarterly, a preventative maintenance schedule of all equipment and facilities.

Establish expectation in staff for highest congregant experience on Sundays and continuous improvement by both individuals and departments.

Create, document, audit and improve systems and processes to ensure operational excellence, i.e., money collection and counting, Sunday facilities readiness, etc.

Create and document each job in a manual.

Develop cross training schedule and ensure there is at least one person is cross trained for each critical position.

Develop long term comprehensive IT plan and budget.

Oversee monthly and weekly calendar of events.

Evaluate and manage room scheduling and set up accuracy for events and activities.

Evaluate, track and manage profitability of room rental and land usage contracts.

Evaluate departmental P&L's quarterly with department heads; set progress goals and monitor improvement.

Establish and maintain communication process to coordinate specific details of any special events with all departments.

Set expectation for cooperation and teamwork to ensure optimum productivity.

Monitor work schedules to avoid overtime, and ensure coverage for peak ministerial support demands.

Establish and manage a vacation policy based on seniority and ensure adequate coverage for departments when approving vacation requests.

Work with committees/task forces and all departments on special needs or projects that have been approved by the Lead Minister.

Adopt written policies that support the operation of the Church and its activities so long as such policies are in accordance with and do not deviate from the intent of Board policies, and are aligned with Unity principles, sound business practices, and applicable laws.

Oversee day to day financial activities and transactions

Manage Church operations within the annual revenue and expense budget approved by the Board. If there is a revenue shortfall, Executive Director is expected to adjust expenses accordingly.

Manage the Church's financial resources in accordance with Unity principles, legal and corporate requirements, and sound business practices.

Manage on a monthly basis unrestricted cash sufficient to cover the reserve requirement as stated in the by-laws. "Current Operating Expenses" means budgeted operating expenses during the first quarter of the fiscal year, and actual operating expenses to date on an annualized basis during the second, third, and fourth quarters of the fiscal year. "Unrestricted Cash" means total cash less any restricted cash amounts in accordance with generally accepted accounting principles. These cash reserves may not be invaded for any purpose without the approval of at least eight Board members.

Engage the services of an independent and qualified CPA licensed in Arizona to conduct, at a minimum, an annual compilation. Additional compilations, reviews or audits may be conducted as required by lending institutions or deemed necessary by the Board or the Lead Minister with Board approval.

The Executive Director shall require each department to prepare and present a zero based budget on an annual basis for review by the Lead Minister, and Finance Committee and approval of the Board of Trustees.

Enter into contracts for budgeted item on behalf of the Church, with board approval.

Review contracts for compliance.

Evaluate all contracts at least every two years, and re-bid contracts for best value periodically.

Become a signatory on checking accounts.

Strictly adhere to investment policies as described in the Board Policy and Procedure Manual. The Board has delegated supervisory authority over its financial affairs to the Finance Committee. The Finance Committee is responsible for regularly reporting on all aspects of the Church's financial affairs, including investments. The Finance Committee and the Executive Director must conform to the parameters of the investment policy. The primary investment objective is preservation of principal

while earning a net rate of return for each fund, as outlined in section 4.13 of Board Policy and Procedure Manual.

Require monthly, quarterly, and Year End reporting by the Investment Advisor per the Board Policy and Procedure Manual.

Consider a request for an early payoff of part or all of a Church note under extraordinary circumstances. Consideration and the decision will be made on a case by case basis in consultation with the Finance Committee and approval of the Board of Trustees.

Make available to the Finance Committee a monthly statement of financial position (balance sheet) and statement of activities (income statement) at least three days prior to the monthly Board of Trustee meeting..

Make a cash flow statement available to the Finance Committee once every calendar quarter or on demand.

Ensure the highest amount of aggregate indebtedness or liability, direct or contingent, to which the Church may at any time subject itself, is five million dollars (\$5,000,000.00)

Preserve physical records for five (5) years and its electronic business records for seven (7) years, unless a different period is proscribed by law. Electronic copies of the general ledger and giving records, at a minimum, shall be maintained in a secure, fireproof safe and updated at least quarterly.

Maintain insurance policies at the minimum levels per the Board Policy and Procedure Manual and review at least annually with the Board Treasurer the current policies and report to the Board as necessary.

Follow prescribed guideline in the Board Policy and Procedure Manual regarding the acceptance of non-cash gifts or property.

Manage to ensure Unity of Phoenix shall not participate in any cooperative fundraising efforts with any individual, organization or company, except for contractual arrangements with speakers, musicians, co-sponsors or promoters for seminars, concerts and special events that are sponsored by the Church and furthers its mission.

Act as a resource for the board and any sub-committees to track capital campaign contributions, track year to date progress to capital campaign goal, and follow up on pledges as directed by the Lead Minister

Comply with IRS reporting rules pertaining to contributions.

Consult with the Lead Minister and advise Board President before consulting with legal counsel for the Church to determine appropriate action, if any, should a Board member be served with any summons, complaint or subpoena in connection with any court proceeding arising out of or relating in any way to his or her Board service with the Church.

Consult with the Lead Minister and advise Board President of any potential litigation involving the Church as soon as reasonably possible.

Be designated statutory agent for the purpose of accepting service of process on behalf of the Church.

**Human Resources:**

Recruit, screen, hire, terminate and supervise staff.

Manage the Human Resource function for all employees including making sure all employees receive a yearly review from their respective department head with one-over-one approval, prior to delivery. Annually audit performance assessments for timeliness of review and signatures of employee and manager, filed in the personnel files.

Obtain approval and sign off from Lead Minister before administering pay increase or bonuses to employees.

Provide clear direction and guidance to staff in performing their duties.

Adhere to the progressive discipline process when staff performance is below standard.

Communicate with Lead Minister in a timely manner about personnel issues, problems, evaluations and recommendations.

Build the congregation through volunteer involvement by engaging, supervising and supporting volunteer efforts.

Revise job descriptions and assignments with the changing dynamics of the Church.

Protect the confidentiality of employee compensation consistent with Board policy.

Adopt and educate employees on a procedure for reporting suspected misconduct, dishonesty or fraud of any type occurring at Unity of Phoenix. Any suspected misconduct, shall be reported to the Executive Committee, which shall determine the procedure for investigating all credible allegations.

Institute staff policies and procedures for the proper reporting of service of process on any Church employee.

Maintain all personnel files.

Manage staff policies and procedures for the proper reporting and documentation of (1) injuries on campus or at any Church sponsored event, (2) incidents affecting the health or safety of any staff member or congregant, (3) allegations of sexual harassment, and (4) any violent, threatening or offensive behavior. The Executive Director shall maintain written records of all such incidents for a minimum of five (5) years.

Draft and submit proposed Goals and Objectives for the calendar year to the Lead Minister for review no later than the January Board Meeting.

Maintain a standard of conduct at all time that is ethical and prudent.

Maintain confidentiality that is consistent with Unity practices.

**Communications:**

Adhere to Board policy concerning contact with the media.

Prepare and submit to the board, seven (7) days in advance of the board meeting, a written proposal for all new opportunities outside of the board approved budget, to be included in Board Packet and presented to the Board of Trustees for approval. Each proposal shall include detailed analysis, risk/reward assessment, benefits and cost analysis and supporting documentation.

Participate in Leadership Meetings.

Write Upward Venture Article per schedule.

Comply with Unity of Phoenix Employee Handbook and the Board Policy and Procedure Manual.

Ensure congregant concerns are promptly addressed, or are referred to the appropriated resources and followed up in a timely manner to make sure that concerns have been addressed.

Perform all other duties as assigned by the Lead Minister.

**Qualifications:**

Requirement: Must have a strong personal faith-based foundation

Minimum Education: 4 year Bachelor of Science degree

Preferred Education: M.B.A.

Minimum Experience: 7+years' work experience in a similar or related position

Preferred Experience: Seasoned leader with Director Level experience in operations management, in a small to medium-sized company or Executive Director of a Non-Profit company.

Minimum Field-of –Expertise: Collaborator who learns from and teaches the surrounding team.

Experience in environments demanding high levels of customer and/or volunteer service. Can energize teams to deliver top performance and results.

Preferred Field-of-Expertise: Demonstrate outstanding leadership capability, refined management acumen, financial savvy and a strong sense of integrity, intelligence and self-confidence. Practical experience with strategic planning, budgeting, operational execution, IT, marketing and project management. Ability to communicate leadership throughout the organization and to stakeholders

Mental Demands: High degree of reading, writing and verbal skills. High level of organizational and managerial skills. Able to prepare, manage and report against a budget and other financial measures. Ability to perform effectively in public speaking;

Physical Demands: Must be able to sit for 3-hour blocks of time. Ability to move around frequently.

Ability to stretch, bend, walk, stoop, read, talk, sit, write, push, pull, reach, lift, carry and move about freely. Able to lift and carry 40 lbs.

Working Conditions: Inside in a controlled environment. Able to and willing to seek input and collaboration with others; willing to seek and offer help.

Special Requirements (if applicable): NA

*The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

***The Lead Minister from time to time may restrict or expand duties/responsibilities listed in this document.***

2 December 2011