

Executive Director – Job Description

Avondale Samaritan Place

Organization Overview

Avondale Samaritan Place (ASP) is a 501(c)(3) nonprofit organization, established in 2013 as a collaboration between Avondale United Methodist Church and Canterbury United Methodist Church. ASP serves as a community hub for Christian service, providing programs that address the needs of the community.

Position Summary

The Executive Director is a professional with strong interpersonal, administrative, and communication skills. They will develop, implement, and oversee ASP's programs, ensuring alignment with its mission and strategic goals. Additionally, the Executive Director will manage daily operations, act as the primary point of contact, and drive communication efforts in coordination with ASP's Board and member congregations.

Position Details

- Classification: Full-time salaried
- Reports to: Pastor of Avondale UMC

Qualifications & Skills

- Experience in nonprofit program development and implementation (or similar experience)
- Expertise in volunteer engagement, recruitment, training, and leadership development
- Strong interpersonal skills and the ability to foster productive relationships
- Ability to work both independently and collaboratively
- Excellent written and verbal communication skills
- Proficiency in Google Suite and Microsoft Office (Word, Excel, etc.)
- Highly organized, self-motivated, and goal-oriented
- Ability to manage multiple responsibilities within deadlines
- Friendly, welcoming personality with a calm, solution-oriented approach

Key Responsibilities

1. Program Development & Oversight

- Work with the ASP Board, partner churches, and stakeholders to design and implement programs that serve the community.
- Oversee and execute the strategic plan developed in Fall 2023.
- Develop, evaluate, and refine programs to ensure alignment with ASP's mission.
- Establish and maintain relationships with community partners, volunteers, and donors.
- Lead fundraising and volunteer recruitment efforts.
- Represent ASP at Avondale UMC and Canterbury UMC meetings for volunteer recruitment and fundraising.
- Identify and apply for grant funding opportunities.
- Prepare an annual budget for Board approval.
- Coordinate with social workers for client support, monthly luncheons, and volunteer activities.

2. Daily Administration & Operations

- Maintain and coordinate facility usage in conjunction with Avondale UMC.
- Schedule programs and community activities.
- Oversee administrative tasks necessary for program support and execution.
- Manage facility agreements and Memorandums of Understanding (MOUs).
- Ensure the upkeep and maintenance of ASP facilities in collaboration with Avondale UMC.
- Manage ASP vehicle reservations and maintenance in coordination with Canterbury UMC.
- Oversee supply procurement.
- Enforce Safe Sanctuary policies and other health/safety procedures.
- Monitor and evaluate programs, maintaining necessary records and data security.
- Execute a comprehensive communications strategy (social media, newsletters, church bulletins, etc.).
- Maintain and oversee technology systems, including phones, copiers, printers, and internet services.
- Supervise and process payroll for hourly staff.

3. Financial & Personnel Management

- Manage and process bill payments.
- Handle ASP's mail and correspondence.
- Maintain volunteer and donor databases.
- Organize appreciation initiatives for volunteers and donors.
- Provide administrative support for fundraising efforts.
- Attend and participate in ASP Board meetings.
- Refer individuals in need to social workers or appropriate services.
- Perform other duties as assigned.

Personnel Policies

- The Executive Director reports directly to the Pastor of Avondale UMC.
- The Pastor of Avondale UMC will conduct regular evaluations, including an annual performance review submitted to the ASP Board.
- The Executive Director must pass a background check and have no history of criminal sexual activity, child abuse, theft, embezzlement, or financial misconduct.
- The ASP Board will review and approve the salary annually.
- The position may be full-time or part-time, depending on the selected candidate. A fulltime role requires 32–35 hours per week, with flexibility based on organizational needs. Part-time roles will have adjusted responsibilities and hours.
- The Executive Director is expected to attend all ASP ministry events and regular staff meetings.
- Paid time off includes two weeks per year, subject to prior approval by the Pastor of Avondale UMC. Additional time off will be unpaid, and the Executive Director must ensure responsibilities are covered during their absence.