

STEP Ministries Job Description

Position: Executive Director

Summary: The purpose of this position is to provide overall leadership for STEP Ministries. The Executive Director will ensure all programs and activities are serving to carry out and carry forward into the future the Ministry's mission and vision. This position will also serve as the business manager of the ministry and be the primary liaison between the ministry and churches, donors and the community at-large. The Executive Director will also be responsible to develop and implement strategies to develop resources (people, financial, other) for the ministry in collaboration with the Board of Representatives (and its committees). As STEP Ministries is a vibrant ministry with a small staff, this job description is not intended to be inclusive of all responsibilities, duties and qualifications.

Relationships: The Executive Director will establish and maintain relationships with ministry staff, volunteers, participants (youth), families in the community, Board of Representative members (and members of its committees), church leadership, as well as local and other community and governmental entities and its officials (i.e. the City of North Little Rock, the North Little Rock Housing Authority, etc.)

Major Responsibilities:

- Overall Ministry Leadership & Business Operations
 - Ensure the ministry programs are serving the mission and vision of the Ministry.
 - Serve as a liaison to the Board of Representatives (and its committees), reporting relevant and necessary information and seeking guidance as appropriate.
 - Serve as STEP's primary representative to governmental organizations and the community.
 - Maintain relationships between the Ministry and Partner Churches, providing periodic Ministry update reports and supporting the needs of the church and respective Representatives.
 - Develop and maintain relationships between the Ministry and potential Participating and Partner churches.
 - Develop and execute strategies in conjunction with Ministry staff to recruit and properly train volunteers for all of STEP's programs
 - Develop and execute strategies to raise the appropriate and necessary financial resources for the Ministry using a balanced approach (church giving, individual giving, fundraising activities, corporate gifts and grants, etc. as deemed appropriate by the Board of Representatives).
 - Oversee maintenance of ministry databases (donors, volunteers, students etc.), website, and social media presence.
 - Develop and execute outreach and communication strategies and resources to effectively communicate the story, mission and vision of STEP Ministries for a variety of audiences (potential volunteers, participating churches, potential donors, etc.)

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- Develop and execute outreach and communications for donors, which includes making personal communications (written, phone, in-person, etc.) to thank donors and communicating important end-of-year and tax-related giving information.
- Serve as primary business manager of the ministry, which includes maintaining a system of controls and accounting processes over expenses, cash collections, assets, and financial reporting; handling and overseeing banking relationships and relationships with investment portfolio managers; maintaining appropriate insurance; and ensuring proper record keeping. This should be accomplished under the oversight and recommendations of the Finance Committee.
- Provide consultation and advice to other entities and organizations who seek to establish ministries similar to STEP Ministries in other communities.
- Ensure the facilities and grounds are properly maintained (clean and in good repair), and manage non-STEP use of STEP Ministries' building and facilities.
- Ensure the ministry is in compliance with applicable laws and regulations, as well as any contractual obligations.
- **Mentoring Program**
 - Provide leadership for the Mentoring program (after-school program and summer program), ensuring program activities are appropriate, purposeful, gospel-centered, properly planned and effectively executed.
 - Serve to help build and foster relationships between volunteer mentors and their mentees and families.
 - Work with staff to interview, train, match and support volunteer mentors
 - Develop and execute a communication plan to encourage, inform and continue to educate mentors.
 - Work with staff in recruitment of mentees (youth)
 - Work with staff in making school and home visits, as well as interacting with families in Eastgate Terrace and surrounding communities.
 - Manage the planning, preparation and execution of special events
 - Manage the planning and preparation for youth camps.
 - Ensure effective and useful feedback & reporting is taking place.
- **Encourager Program**
 - Provide leadership for the Encourager program, ensuring program activities are appropriate, purposeful, gospel-centered, properly planned and effectively executed.
 - Serve to help encourager volunteers in building relationships with encourager program participants and staff at participating schools.
 - Work with staff to ensure volunteer encouragers are properly trained and supported.
 - Work with staff to develop and maintain relationships with participating school staff and leadership to ensure that the program is relevant in serving the needs of participating students.

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- Ensure effective and useful feedback & reporting is taking place.
- Academic Improvement Program & Summer Literacy Camp
 - Provide leadership for the Academic Improvement Program & Summer Literacy Camp, ensuring program activities are appropriate, purposeful, gospel-centered, properly planned and effectively executed.
 - Serve to help volunteers in building relationships with program participants.
 - Work with staff to ensure volunteer tutors are properly trained and supported.
 - Work with staff to develop and maintain relationships with participating school staff and leadership to ensure that programs are relevant in serving the current academic needs of participating students.
- Other programs
 - Coordinate with volunteers in planning and execution of the Crossover Basketball program, Christmas Store and other programs and activities.
 - Serve as an interface between STEP Ministries and the “STEP Moms” ministry.

Qualifications:

- Bachelor's Degree from an accredited four-year university or college.
- Comprehensive knowledge about youth and families living in generational poverty.
- Experience working in ministry or in a non-profit organization serving children in urban communities.
- Willingness to work a flexible schedule that will often require evenings and weekends.
- Be a Christian whose beliefs are consistent with STEP Ministries' **Statement of Faith** and be an active member of a Bible-believing church.

Other Requirements and Special Skills:

- Interpersonal skills are of paramount importance because working with youth, volunteers and families is central to essentially all ministry activities.
- Communication skills, written and verbal, are also critical. Public speaking, reviewing/editing curriculum, preparing documents and reports is often required.
- Knowledge of accounting and financial principles and practices and experience working within a system of financial control and reporting is preferred.
- Energetic work ethic is required; all of the Ministry staff must be able to keep up with the demands of the Ministry's work as well as keep up with the energy of the participating youth.
- Organization & multi-tasking skills are a necessity
- Computer skills (Office products, web based programs) are required for many job duties.
- Must have reliable transportation and a valid driver's license.
- Must be able to spend extended periods of time sitting or standing and regularly climb stairs.
- Must be able to give a testimony of God's grace upon their life.