

JOB DESCRIPTION
THE YORK COUNTY COUNCIL OF CHURCHES
April 2011

The York County Council of Churches, a nonprofit organization with offices in York, Pennsylvania, was founded in 1952 to manifest the common spirit and purpose of the York County churches in carrying out their mission in the world, to encourage fellowship and mutual counsel in the spiritual life and religious activities of the churches, and to foster and encourage cooperation among churches.

The York County Council of Churches has more than 130 members congregations. Its mission is strengthen the connection between churches and between church and community by building relationships and supporting cooperation. The Council works to facilitate and enhance the ministries of its member congregations and to be a convener and a resource for Christian churches in York County to be able to participate in dialogue and inter-faith cooperation.

The York County Council of Churches is also a voice for Christian faith and spirituality in York County.

The York County Council of Churches operating budget in fiscal year 2010 was approximately \$200,000 supported by contributions from member congregations, foundations, individual donors, and various fund raising initiatives. The Council has participated in the World Council of Churches CROP WALK for the hungry for more than 40 years, and its annual Festival of Trees has been an important community event leading up to Advent for more than 15 years.

POSITION DESCRIPTION

The Executive Director of the York County Council of Churches will provide executive leadership of the organization in support of its mission and functions as defined by the Council's Board of Directors, and will develop and strengthen the Council's services for its membership and its mission.

It is critically important that the Executive Director be able to act as a catalyst that can create excitement and energy in the organization and encourage others to support's mission and move it forward. The Executive Director is responsible for managing the York County Council of Churches's day-to-day operations, staff and all budget and fiscal matters. The Executive Director will also be expected to develop strategies to engage, broaden and increase the interaction between and among member congregations as well as with the Council to heighten the Council's impact moving forward. The Executive Director will have primary responsibility for fundraising and will develop and implement strategies that support the organization's goal of increasing its funding from member churches, foundations and other private sources, as well as from new programs and services.

Key Relationships and Accountability

The Executive Director is hired by and accountable to the Board of Directors. The Executive Director also reports to the Executive Committee and is also accountable to the member congregations through an annual General Assembly.

IMMEDIATE PRIORITIES

In the first 6 months, it is expected that the Executive Director will:

- Thoroughly understand the York County Council of Churches, its mission, membership, programs, operations, culture and environment;
- Establish strong working partnerships with the Board of Directors, Executive Committee, Advisory Council and working committees, inspiring their confidence to bring forth their best ideas and efforts;
- Focus on activities and relationships that will encourage an increased level of “ownership” of the Council by member congregations, including through their participation, leadership and financial support;
- Meet with representatives of member congregations, listen to their questions, concerns and issues, find commonalities and encourage cohesion, and craft action plans with the goal of strengthening the relationship of member churches to one another;
- Organize and call a General Assembly of the Council’s member congregations to introduce herself or himself and her or his vision for the Council;
- Maintain a balanced budget and increase funding from a variety of sources, especially member congregations, foundations and individual donors; articulate a clear and compelling case for membership in and financial support of the Council, spreading the Council’s message to extend its reach and increase its base of supporters;
- Assume a proactive, creative, and entrepreneurial leadership role in the identification, cultivation and solicitation of new members and reach out to new partners;
- Strengthen the York County Council of Churches’s role as a voice for the faith community, a convener of churches and the community for dialogue and education and coordinator of relationships among local churches and the communities they serve.
- Provide an on-going public voice for Christian faith and spirituality.

IDEAL EXPERIENCE

The successful candidate should have the following experience and qualifications:

- Leadership characteristics and experience that are theologically grounded, whether as an ordained or lay person, as well as a commitment to nurturing the Christian faith tradition;
- A comprehensive understanding of administrative operations and human resources management;
- At least 3 years’ leadership experience at her or his congregation, a nonprofit agency or similar environment, demonstrating the qualities of sound judgment, management and problem-solving creativity;

- Experience with financial management of a nonprofit organization, including development and implementation of an annual budget and overseeing all accounting functions, including those necessary for financial analysis, monthly and annual statements and payroll;
- Experience with financial development practices, fundraising and fund accounting;
- Ability to work flexibly and effectively with diverse individuals in an organizational setting with multiple levels of governance, oversight and representation;
- Excellent oral and written communication skills, including public speaking; the ability to represent the York County Council of Churches to a broad public and in the media;
- Experience working with boards;
- Experience in providing supervision skills with exempt and non-exempt staff.

PERSONAL CHARACTERISTICS

The successful candidate will have an unquestionably high level of integrity, and should also be the following:

- Committed to Christ;
- A sense of call to ministry with and through the York County Council of Churches;
- Committed to the mission of the York County Council of Churches as well as to its staff and constituencies;
- A visionary with the maturity, confidence, wisdom and collaborative skills necessary to garner the trust and confidence of a diverse and complex organization;
- A dynamic leader able to articulate a vision and motivate and engage others in order to achieve; a catalyst able to promote high impact, high quality programs;
- Able to demonstrate an understanding of and commitment to being fair-minded; non-partisan; honest; straightforward and ethical; with a high degree of personal courage;
- A self-confident manager and a leader with a style of openness, clarity and accessibility that fosters a collaborative work environment;
- Able to garner support for difficult decisions; politically astute; a good listener and open decision maker who can bend when necessary, yet be diplomatic, firm and decisive when appropriate; able to maximize the contributions of the staff, volunteers and Board;
- A persuasive individual capable of maintaining high morale in a group of committed professionals; a can-do person, who understands the subtleties of working with, as well as motivating and directing, a diverse group of personalities;
- Able to consider multiple points of view; an open and innovative thinker; entrepreneurial, and not overly bureaucratic;
- Persuasive and resourceful with the instincts to anticipate and act on events which may create new opportunities for the Council, particularly in funding and resource generation; a proactive problem solver and skilled negotiator who initiates rather than just responds to challenges as they arise;
- Emotionally mature with a healthy ego in check; even-tempered, approachable, thick-skinned and resilient.