

Heart and Hand House, Inc.
Job Description: Executive Director

1. Responsible for the oversight, day to day supervision, and management of programs, facilities, equipment, and vehicles of the agency, including but not limited to:
 - a. Thrift Stores (Philippi and Belington)
 - b. Garden Market
 - c. Emergency Services and Food Pantry
 - d. Home Repair Program
 - e. Other ministries and programs of the agency.
2. Demonstrates servant leadership with an articulated call of service to the ministry, families, and staff of Heart and Hand House, Inc., with the ability to lead the agency to fulfill its mission statement.
3. Works closely with the Board of Directors to create and implement a strategic plan.
4. Demonstrates consistent respect and concern for all clients, staff, volunteers, and community groups regardless of religion, physical or mental health, economic or employment status, age, race, gender, or sexual orientation.
5. Establishes and implements a plan and budget for all programs and maintenance of facilities and equipment/vehicles. Manages investments and financial accounts in accordance with sound financial and legal procedures and with approval of the Board of Directors.
6. Demonstrates competence in reading, creating, and understanding financial documents including budgets, cash flow, income statements, balance statements, and statements of functional expenses.
7. Articulates the vision and mission of the ministry through local and regional outreach.
8. Prepares needed paperwork and reports to maintain nonprofit status.
9. Responsible for development and management of fundraising, including the writing and management of grants, establishing community fundraising events, to support the overall needs and fiscal health of the agency.

10. Responsible for the recruitment, selection, yearly evaluation, and dismissal of employees and volunteers. Be willing to work with existing staff, cooperating with them to learn the job. Works cooperatively with the Personnel Committee and the Board of Directors on all personnel matters.
11. Delegates responsibilities appropriately.
12. Maintains confidentiality procedures throughout the agency for all clients, staff, volunteers, and donors.
13. Works cooperatively with the Board of Directors in oversight of the agency, policies, and implementation of the mission and goals. Prepares and keeps records of Board and Committee meetings.
14. Understands the ministry's relationship with the WV Annual Conference of the United Methodist church, as defined in the Agreement of Affiliation, and works collaboratively with the Board of Global Ministries. Works collaboratively with other faith groups and civic/governmental agencies to carry out the mission of Heart and Hand House.
15. Interprets the programs and mission of Heart and Hand House and creates relationships with faith-based groups, the general public, civic/governmental programs, and others.
16. Demonstrates proficiency in oral and written communication as well as the use of technology and software programs.
17. Develops and communicates to the Personnel Committee his/her professional and personal goals related to employment as Executive Director.
18. Actively helps with moving and carrying items for program implementation, including climbing stairs, and loading/unloading supplies.
19. Holds a current WV Driver's license and drives Heart and Hand House, Inc. vehicles as needed.
20. Completes tasks in a timely and professional manner.
21. Fulfills duties as needed and/or requested by the Board of Directors.