

## **Byron Community Ministries:**

Our Mission: To demonstrate the love of Christ and promote wellbeing by partnering with local Churches, Ministries, Schools and Employers to extend services such as Counseling, Personal Care/Clothing Pantry and Food Programs.

Byron Community Ministry (BCM) is seeking qualified candidates for the position of Director to advance its mission. The successful candidate will be a strategic thinker with a passion for ministry. The candidate's accomplishments will reflect a successful track record of servant leadership, consensus building, relationship development and ministry growth. BCM is a Christian non-profit ministry; candidate must have a personal relationship with Jesus Christ and an active Christian commitment.

The Director reports to Byron Community Ministry's Board of Directors. Candidates must possess strengths in relationship development, program leadership, collaboration, communication and demonstrate proficiency for working with budgets. Successful candidate's skills will include proven public speaking skills, the ability to cast a vision and generate energy for the vision, ability to work with others either one-on-one or in a group setting.

The position is part-time, 24 hours a week. Previous non-profit, small business experience is preferred. Salary commensurate with experience and demonstrated proficiency.

Send resumes with a cover letter and salary expectations to [donna@byronministries.org](mailto:donna@byronministries.org) by January 4, 2019.

For more information about Byron Community Ministry and its programs visit:  
<http://www.byronministries.org>

## **JOB DESCRIPTION**

### **BYRON COMMUNITY MINISTRY DIRECTOR**

#### **Summary of Position:**

Protect and promote the integrity of Byron Community Ministry (BCM), and lead the strategic development of the ministry. Develop relationships with local churches, schools, employers and residents in the interest of advancing BCM's mission to promote wellbeing within the community. Lead programs currently in place at BCM while keeping 'ear to the ground' to understand future needs in the community. The Director is the primary spokesperson and representative of Byron Community Ministry. BCM is a Christian non-profit; candidate must have a personal relationship with Jesus Christ and an active Christian commitment.

#### **Relationship Development Responsibilities:**

- Protects integrity of BCM and further develops its impact in the community through relationship development. Represent BCM in the community through active involvement in Byron Area Ministerial Association (BAMA), the Chamber of Commerce and other community involvement.
- Promotes community-wide awareness and value for BCM and the Byron Cares campaign through development and execution of on-going marketing strategy including print, website and social media resources.
- Has continual 'ear to the ground' for awareness of community needs; responds to these needs through current ministry programs or by researching/initiating new programs.
- Acts as the primary spokesperson for the ministry.
- Assures effective communication with the Board of Directors, members, all outside stakeholders and internal staff.
- Knowledge of the ministry's by-laws and ensures the Board and committees are following the by-laws.
- Manages and motivates the volunteer base of BCM. Seeks new volunteers as needed.
- Leads in other key initiatives as needed by Byron Community Ministry.

#### **Program Leadership Responsibilities:**

- Promotes Byron Cares program, to include Counseling program facilitated between 3 local counseling agencies. Cultivates donors for the initiative. Considers, initiates and researches additional services to provide under the Byron Cares initiative.
- Oversight of the Personal Care and Clothing Pantry.
- Oversight of the Sack Lunches program; assists in delivering lunches when needed.
- Plan and lead the Monthly Senior Lunch program.
- Coordinate summer Literacy program at 2 local mobile home parks.
- Coordinate quarterly US Government Commodities delivery and distribution.
- Assist with Meals on Wheels as needed.
- Interact with SELAH leaders, coordinate communication about the group to churches and pastors.
- One-on-one discussions with community members, as needed.
- Organize and promote various support groups offered at the ministry.

#### **Administrative Responsibilities:**

- Fiduciary responsibility of BCM's financial assets (building/equipment, van) and financial operations. Work with annual budget of approximately \$110k.
- Provide supervision for staff Administrative Assistant.
- Communicate with BCM Board as needed, provide monthly Director Report of activity and progress.
- Assist with raising additional financial support as required.

- Approve requests for counseling (Byron Cares initiative), monitor program costs.
- Other administrative responsibilities as needed.

EDUCATION / EXPERIENCE:

- Bachelor's degree preferred
- 3+ years related experience in a position with relationship development and program responsibility

TECHNICAL:

- Proficient knowledge of computer systems, specifically in MS Office products.
- Excellent public speaking and presentation skills.
- Time management skills
- Ability to communicate – verbal, non-verbal and listening skills with volunteers, members, and coworkers.
- Proven ability to be a self-starter and self-driven.

PHYSICAL REQUIREMENTS:

- Some lifting and carrying
- Requirements generally occurring in an office environment, including but not limited to: keyboarding, file retrieval, and communicating (verbal and written).
- Supervisory skills – ability to plan, organize, and delegate