



## **COUNCIL OF CHURCHES OF THE OZARKS POSITION DESCRIPTION**

**POSITION TITLE:** EXECUTIVE DIRECTOR (Chief Executive Officer)

**POSITION REPORTS TO:** The Council of Churches of the Ozarks Board of Directors.

**MISSION:**

The Mission of the Council of Churches of the Ozarks: to improve the quality of life in our region through collaborative outreach in the name of Jesus Christ, by doing together what can best be done together.

**ORGANIZATION DESCRIPTION:**

The Council of Churches is a non-profit organization, located in Springfield, Missouri, which recently celebrated its 40<sup>th</sup> year of ministry and currently serves more than 100,000 people annually in southwest Missouri. The Council of Churches works in partnership with over 80 area churches to serve our most vulnerable neighbors, children, seniors, and persons with disabilities in the Ozarks who are hungry, abandoned or abused. The Council is comprised of nine operating agencies, 50 employees and countless volunteers, serving 53 Missouri counties:

- Daybreak Adult Day Care, providing a medically monitored environment for elderly and disabled adults.
- Crosslines, providing emergency food and assistance to Greene County residents that find themselves in a crisis situation.
- Ambassadors for Children, offering support for local foster parents as they open their hearts and homes to children who have been abused and neglected.
- RSVP, Retired & Senior Volunteer Program, engaging persons 55 and older in volunteer service to meet critical community needs while enriching the lives of the volunteers.
- Child Care Resource and Referral, providing information and education to reinforce the importance of high quality, affordable and accessible care for all families
- Therapeutic Riding of the Ozarks, providing accredited equine therapy services for children and adults with disabilities.
- Connections Handyman Service, providing essential home repairs for low income seniors and disabled homeowners.
- Long-Term care Ombudsman Program, training and placing volunteers in nursing facilities in Southwest Missouri to maintain and improve the residents' quality of life.

## **MAJOR RESPONSIBILITIES:**

- Provide leadership and management for planning, operations, budgeting, communication, fundraising and shared vision.
- Develop organizational environment which promotes cooperative, team approach to the accomplishment of the mission.
- Maintain the financial integrity of the Council of Churches and its projects.
- Promote a community leadership role consistent with the mission of the Council of Churches to meet the needs of the community's most vulnerable.
- To provide a "face" to the community of the Council and develop strong relationships with churches, other agencies and the public.

## **CORE COMPETENCIES/CHARACTERISTICS:**

- Person of faith, demonstrating Christian commitment in daily routine.
- Servant leader.
- Team builder: takes a "team" approach in management style, understands small group dynamics, and builds consensus.
- Good listener and strong communicator with staff, board and community constituencies.
- Has a heart and passion for the most vulnerable.
- Strategic thinker and visionary; a readiness to change direction when needed and identify strategies to keep the organization vital and relevant.
- Understands current trends in mainline churches.
- Executive management experience over staff and several million dollar budget environment.
- Demonstrates ability to be decisive after appropriate period of discussion.
- Proven fundraising skills, including major donor development.
- Strong financial acumen.
- Demonstrated community involvement and understanding in representing churches and interfaith groups in a professional and spiritual manner.
- Church ordination is not required, but is desirable.
- Bachelor's degree required; master's or doctorate preferred.

Submit resume and three references to Cindy Waites, Chair of Search Committee, Council of Churches of the Ozarks, P.O Box 3947, Springfield, Missouri 65808-3947 or electronic submissions preferred to [cwaites@ccoark.org](mailto:cwaites@ccoark.org)