



Job title	<i>Executive Director – His Helping Hands Inc.</i>
Reports to	<i>Board Chairman – His Helping Hands Inc.</i>
Days/Hours	<i>Monday – Friday, 7:30am-5:30pm; Saturdays (when needed)</i>
Hourly/Salaried	<i>Salaried Position Non-Exempt FTE 1.0 (50 hours a week)</i>
Base Salary	<i>\$80,000 - \$95,000 (salary based on experience and role expectations)</i>

OUR VISION: Central Christian Church and His Helping Hands seeks to be a body of disciples who bring glory to God in all things according to Scripture – worshipping him, equipping His people, and evangelizing the world – as we eagerly anticipate the restoration of heaven and earth under one head, Christ the king.

HHH VISION STATEMENT: To proclaim the Gospel of Jesus Christ with every person in our community, while providing for their physical needs and connecting them to the local church.

HHH MISSION STATEMENT: His Helping Hands exists to demonstrate the love of Christ by addressing the physical needs of individuals in the Wichita and Sedgwick County areas who are facing hardships, including victims of natural disasters, families living below the poverty line, and at-risk families. We are dedicated to proclaiming the Gospel of Jesus Christ to every person we serve, while fostering connections to the local church and community.

Position Summary: With ministry direction, **the Executive Director** will serve as lead for ALL His Helping Hands Ministry entities, by supporting all areas of the organization, communication, and logistic planning for the ministry. This includes, Heavenly Treasures, Oaklawn Thrift Store, Fresh Hope, Love in Action, Food Distribution, Furniture, Car Ministry, etc.

Essential Task: The **Executive Director** will perform various tasks but not limited to the list below.

- Maintaining the relationship between HHH, CCC, and partnering churches.
- Oversee each ministry of HHH and regularly equip the ministry leaders.
- Training the assistant director in day to day functions of the ministry.
- Prioritize representing HHH, and all its entities, in the community.
- Prioritize and lead fundraising events, regularly.
- Work distributions on Saturday and special events, when needed.
- Plan and organize various special events:
- Ensure accuracy of all reports coming out of the HHH office.

- Weekly HHH Distribution Report.
- Weekly Volunteer Group Hours Report.
- Oversee daily entries for all volunteers.
- Oversee daily entries for all donation and distribution activity.
- Monthly Petty Cash Report.
- Other various reports as needed.
- Oversee the HHH email box daily and respond or forward messages appropriately.
- Oversee the HHH calendar as needed.
- Ensure to maintain a professional, God-glorifying atmosphere in the office.
- Manage the title work, insurance, and licensing of the donated vehicles.
- Manage and report the daily, weekly, monthly, and annual sales reports for:
 - Heavenly Treasures Gift Shop.
 - Oaklawn Clothing N' Stuff Thrift Store.
 - Any entity that produces sales.
- Prepare and submit the HHH weekly cash report to CCC-Finance Dept.
- Oversee and develop enterprise resourcing projects as the opportunities arise.
- Payroll
- Write and manage all grants (no federal grants will be allowed).

SPIRITUAL:

- Has put their faith in Christ Jesus alone as Savior
- Align with Central Christian Church's 8-point statement of faith.
- Can proclaim the gospel clearly and train others in evangelism.
- Member or will become a member of Central Christian Church within first 6 months.

EDUCATION/CERTIFICATION:

- Experience working as an Executive Director of a Christian nonprofit preferred.
- Bachelor's Degree or higher
- Grant writing experience preferred.

REQUIRED KNOWLEDGE:

- Proficient in Office 365, budgeting, payroll, and planning.

EXPERIENCE REQUIRED:

- Ministry experience and administrative support preferred. (See essential task list)

SKILLS/ABILITIES:

- Attention to Detail: Keeps the larger picture in mind while tending to the smallest of details.
- Hospitality: Generates a sense of hospitality by their very presence; communicates with a sense of warmth, openness, and approachability; fosters natural connections between members of CCC and partnering churches.
- Interpersonal Skills: Establishes good working relationships with all levels of the organization.

- Initiative: Enjoys working hard; is action oriented and energetic about worthwhile activities; seizes opportunities; sets demanding but achievable objectives for self.
- Integrity and Trust: Is seen as trustworthy by others; practices direct, honest, and transparent in communication; and responds to situations with constancy and reliability.
 - Integrity, humility, and service - It is taken for granted that a person who is pursuing full-time compensated ministry will live a life of integrity, humility, and service. These characteristics are not optional.
 - Pragmatic – Must be able to generate sensible, realistic, and practical solutions to problems.
 - Resourceful – Passionately finds ways over, around, or through barriers to success. Achieves results despite lack of resources. Goes beyond the call of duty. A “doer.”
 - First Impression – Professional in demeanor, creates favorable first impression – body language, eye contact, and posture.
 - Team Player – Reaches out to peers. Overcomes “we – they.” Approachable. And wants to do what is best for the organization.
 - Conflict Management – Understands natural forces of conflict and acts to prevent or soften them. Effectively works through conflicts to optimize outcome. Does not suppress, ignore, or deny conflicts.
 - Drive – Exhibits energy, a strong desire to achieve, and a high dedication level.
 - Multi-Task –The ability to do several tasks is imperative.
 - Self-Motivated –an intrinsic, motivated to give and do his or her best.
 - Technology – Sees culture trends and technology as tools to reach people.
 - Relational – The ideal candidate should be able to relate to, connect, and engage with children, teens, and adults from all backgrounds.

Ministry Expectations:

As a staff member of His Helping Hands, I commit to the following:

1. Care for my own soul – spiritually, physically, emotionally, and intellectually.
2. Care for my own family – spiritually and emotionally.
3. Exemplify a godly life in public and private.
4. Handle conflict Biblically.
5. To repent quickly of any revealed sin.
6. Be above reproach in all relationships, protecting against appearance of inappropriate behavior with the opposite sex.
7. Strive to be a humble, servant leader worth following.
8. Be loyal to vision and leadership – speaking positively and fiercely protect both peers and eldership but not overlooking or ignoring wrongdoing. (In no way is this intended to contradict accountability. In any circumstance of wrongdoing or inappropriate behavior of any kind, you are to follow the appropriate communication lines as laid out by the form chart and policy manual).
9. Discern, in light of Scripture, the interest of HHH, CCC, partnering churches, and the community first when making decisions.

10. Disciple the leaders – Equipping the saints, who will replace you?
11. Make every effort to establish a “team environment” bringing others into conversations and inviting open dialog.
12. Strive to shepherd people with gentleness and love through change, good times, and difficult times.
13. Submit to the His Helping Hands Inc. Board of Directors.
14. Faithfully and compassionately care for people.
15. Be a learner with a teachable spirit – actively pressing yourself to learn new things.
16. To give my best effort and strive for excellence.
17. To be a servant of the ministry in the workplace willing to step in when and where necessary.
18. To acknowledge communication quickly, even if the answer isn’t known, with an estimate of when you can respond more fully.

Working Conditions:

Primarily office environment with the ability to engage in the community as required.

Physical Requirements:

The ability to stand, walk, sit, kneel, bend, reach, grip, climb, push, pull, or carry for a duration of time. Ability to lift 50 pounds. The ability to use fine motor skills including tactile while performing a task.

Direct Reports:

- Assistant Director of His Helping Hands
- Directors of
 - Fresh Hope
 - Love In Action
 - Oaklawn Thrift Store
 - Operations
 - Heavenly Treasures Gift Shop
- Any additional directors.

ACKNOWLEDGEMENT

I acknowledge that I have read the job description and requirements for the position of **Executive Director**, and I certify that I can perform these functions.

Employee/Applicant Signature: _____ Date: _____

Supervisor/Hiring Manager: _____ Date: _____