

IREDELL CHRISTIAN MINISTRIES, INC.

Job Description Executive Director

The Director is a non-voting member of the Board of Directors and is responsible to the Board of Directors, seeing that all the decisions of the Board are carried out. Personnel issues will be addressed to the Personnel Committee.

Daily operations:

1. Cultivate relationships with Second Harvest Food Bank of Northwest and other food suppliers. Identify and establish additional food resources.
2. Be open and available to clients and staff while on ICM grounds.
3. Diffuse disruptive clients in crisis situations, seek assistance from police and remove from premises when needed.
4. Communicate necessary information daily with all staff.
5. Approve, Develop and implement policies and practices for volunteers, and consult with the Personnel Committee when necessary.
6. Complete a Director Report and present it to the Board of Directors on a monthly basis.
7. Respond to alarm after hours. Meet police or fire department at ICM. training of the kitchen and shopping volunteers.

Community Representation:

Seek opportunities to meet with people in the community, informing them of the contribution that ICM makes in the greater Statesville area.

This may include:

1. Radio and newspaper interviews, speaking engagements, business interviews, networking with the business and church community, collaborating with leaders of other non-profits, seeking and interviewing potential donors.
2. Recruit new volunteers in the community.
3. Fundraising responsibilities include the two Wal-Mart Fundraisers. Responsibility includes communicating with Wal-Mart to establish dates,

recruiting volunteers, set-up of tents and transferring food and monetary donations to ICM.

4. Research and apply for grants to support the work of ICM submitting, and defending United Way's yearly grant request.
5. Establish a working relationship with Mitchell Community College, encouraging intern participation at ICM.
6. Develop the yearly budget and report information to the Board Treasurer as needed.
7. Develop and implement social media plan on multiple platforms.
8. Oversee additional distributions, and maintain appropriate records.

This would be around a 15 hour a week salaried position. Salary discussed within interview.