

PARISH RESOURCE CENTER

Executive Director

Job Description

The *Parish Resource Center* strengthens communities of Christian faith by equipping, training and nurturing their laity and clergy. This unique, non-profit (501c3) organization serves Christian churches in the New York City and Long Island area by engaging with clergy and lay leaders to determine the types of support they need to be effective in their ministries. Types of support include coaching, training, research, resource materials and mentoring provided by the staff of the resource center.

The **Executive Director** shall implement the vision and policies of the Center, and ensure the delivery of core services. The **Executive Director** reports to the Board of Directors.

The **Executive Director's** responsibilities are to:

1. Develop, share and maintain the vision of the *Parish Resource Center* through a commitment to prayer and discernment by actively seeking God's will for the ministry.
2. Work with the Board of Directors by:
 - Reporting the activities and business of the Center
 - Engaging in strategic planning to recommend new services, delivery of service options, and discontinuation of obsolete services.
 - Recommending policy changes
 - Providing leadership to the board in its Fund Raising efforts including grant writing
 - Preparing the budget in consultation with the finance committee for presentation to the Board for review and action
 - Enlisting and nurturing Board Members
3. Cultivate and enlist subscribers
4. Recruit, employ, train, supervise, support and evaluate the staff consultants who:
 - Assess the needs of the users
 - Design strategies and programs for serving subscribers
 - Update and maintain the collection of resource materials for users to examine and borrow
5. Review and evaluate the quality of services provided
6. Manage the day-to-day business affairs of the Center
7. Negotiate contracts for services of the Center not included in subscriptions
8. Develop relationships with allied institutions