



Job Title:	Executive Director	Reports to:	Board of Directors
Location:	Lancaster	Travel required:	Local only
Compensation:	\$20.00/hour	Position Type:	About 500 hours per year
Benefits: (as pre-approved with agreement of the parties)	Travel and Reimbursable Ministry Expenses	HR Contact:	Board Secretary Jim Adams

Applications Accepted By:

Email: kiefferd1@gmail.com
Attention: Dr. David Kieffer

Mail: Faithful Give
2634 Beechwood Road, Lancaster, PA, 17601

Job Description

Purpose:

The purpose of the Executive Director is to assist the President and Board of Directors in managing and expanding the activities of Faithful Give. This will primarily include growing our network of financial supporters for the General Fund, Sponsors Fund, and Prize Funds, and growing the number and size of participating Causes. The secondary purpose is to assist the President in overseeing the Planning Team.

Responsibilities:

1. Collaborate with the Board of Directors
 - a. to network with Christian leaders in the community, recruiting new sponsors, and sustaining healthy relationships with previous/current sponsors. Your role may also include researching potential grants and writing proposals.
 - b. to set fund raising goals
 - c. to set and maintain a budget (mostly working with President and Treasurer)
 - d. to meet and communicate with existing and prospective Kingdom Causes
2. Collaborate with the President
 - a. to create agendas for board meetings
 - b. to oversee a team of volunteers, contractors, and vendors to ensure project goals are met.
3. Help when the Treasurer is out of town (9 months) to process *special* donations and sponsorships.
4. Other duties as required.

Qualifications:

1. Self-initiating networker who believes Kingdom minded sponsors want to give generously but wisely
2. Experienced in areas of non-profit development
3. Competency in areas of project management.

Position Requirements:

1. A personal relationship with Jesus Christ and a commitment to biblical faithfulness.
2. A love for God's glory, His People, and the Lancaster Community.
3. Alignment with Faithful Give's Beliefs and Values
4. Leadership and personal communication skills
5. A humble team player who is results oriented.

Last Updated By:	Board of Directors	Date:	1/22/2024
Approved By:	Board of Directors	Date:	12/5/2023