

The Center for Ministry in the West

Executive Director - Job Description

POSITION SUMMARY

The position of Executive Director is comprised of responsibility in two primary areas: administration and entrepreneurial/marketing activity on the Center's behalf. The amount of time spent on each area will vary over time. The Director is responsible for utilizing the resources of the Center's Board of Directors, engaging that body through a process of dialogue, education, mutual collaboration, and planning.

PRIMARY RESPONSIBILITIES

#1 Administration

The Executive Director will provide leadership and supervision of the Center's professional and support staff, work closely with members of the Center's Board of Directors in setting policy, keep in close touch with the constituent judicatories and be actively involved in the Ministry Development Council network.

Specific Responsibilities:

1. Program Administration
 - a. Oversee the career counseling program and services
 - b. Monitor developments in the career development field and develop Center policies and procedures
 - c. Keep in touch with constituent judicatories. Manage judicatory and consulting contracts for services
 - d. Coordinate Center website and program interpretation
 - e. Actively involved in the Ministry Development Council network
 - f. Actively involved in the American Baptist Churches Professional Ministry Team
2. Staff supervision and management
 - a. Provide supervision and consultation for all staff and consultants as needed
 - b. Hire and terminate all staff and consultants
 - c. Maintain collegial staff relations and morale
3. Budget and Financial management
 - a. Administer program within limits of cash flow

#2 Entrepreneurial/Marketing Activities

The Executive Director will continually seek to broaden the range of services the Center offers to churches and related institutions. The Director will recruit and assist in training new staff as needed to perform services in needed areas.

1. Council and Judicatory Relations
 - a. Maintain judicatory participation, seeking feedback about the Center's work and keeping informed about judicatory needs
 - b. Develop the membership and participation of the Board of Directors in accordance with Center needs and particular strengths of Board members

AUTHORITY AND ACCOUNTABILITY

1. The Director is the chief administrator of The Center for Ministry in the West, Seattle, WA
2. The Director is employed by the Center's Board of Directors and is accountable to them

Clinical Work

If the Executive Director is qualified to do clinical work with clients, he or she is encouraged to do so and will be paid at the going provider rates as set by the Board of Directors.

Initial Compensation

Board of Directors is ready to offer the Executive Director a salary of \$1,000 a month provided client census remains at a rolling average (over a 12 month time period) of 2 clients per month or more. If census falls below 2 per month, salary will be reduced to \$500 a month. If census can be increased to 3 per month, salary will be increased by \$500. It is believed that there is the possibility to build this program so the position can be full time, but achieving that will depend on the work of the ED. The Board of Directors commits to working with the Executive Director toward that end, including reviewing compensation regularly.

CORE COMPETENCIES/SKILLS/EDUCATION EXPECTATIONS

We are looking for a candidate who

- Has the ability to get to know the judicatory leaders in positions to refer clients in the Western US
- Has some theological and psychological training. We would prefer the person has an M.Div and a graduate degree in psychology.
- Has had some congregational leadership experience
- If not ordained understands the standards and concerns of church bodies who ordain and is able to speak the language and address the concerns of the ordination process.

APPLICATIONS

Applicants are encouraged to send a resume/curriculum vitae with names and contact information of references to:

Rev. Dr. Marcia Patton
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