

# **JOB DESCRIPTION/RESPONSIBILITIES AND QUALIFICATIONS**

## **EXECUTIVE DIRECTOR**

### **RESPONSIBLE TO:**

The Tuscarawas County Council for Church and Community (T4C) Board of Directors and Executive Committee

Office: 1458 5<sup>th</sup> Street NW, New Philadelphia, OH 44663 330-343-6012 director@t4conline.net

### **RESPONSIBILITIES:**

- Day to day operations of the T4C office
- Supervising staff (monthly meetings)
- Preparing newsletters and annual report
- Monitoring all finances and approval of all expenditures
- Raising funds and acknowledging all donations
- Cultivating donors
- Writing grants
- Promoting T4C ministries in the community
- Overseeing Emergency Food & Shelter funds within the county
- Cooperating with Job & Family Services and area agencies and churches
- Monitoring established “Programs”:
  - < Assistance
  - < Healthy Choices For Youth Educational Program
  - < Youth Booster Mentoring Program
  - < Share-A-Christmas

### **QUALIFICATIONS:**

- Lives the Faith
- Promotes Christian values
- Trustworthy
- Cooperative
- Efficient
- Prompt
- Demonstrates leadership skills
- Good communication skills
- Good organizational skills
- Experience in staff management
- Willing to assist low income families