

PYWA Executive Director Job Description



Purpose: To provide leadership and administrative support to the Organization, the Board of Directors, volunteers, and the PYWA member congregations and partners.

Responsibilities:

- To oversee the implementation of the strategic plan, accomplishment of goals and tasks, as determined by the Board of Directors.
- To actively fundraise and increase financial support for the organization by cultivating and establishing relationships with new and existing donors (*up to 20% of your time will be in this area*).
- To promote and cultivate the growth of the organization by actively recruiting new congregational members--expectation to increase membership by 15% to 20% each year, (*up to 20% of your time will be in this area*).
- To recruit, cultivate, and coordinate members as volunteers to do the work of PYWA.
- To maintain regular contact with all members of the Board of Directors. The Executive Director will be tasked with supporting the Board of Directors as they work together to accomplish goals. This requires regular reminders and updates and to check-in monthly with each Ministry Team (*up to 20% of your time will be in this area*).
- To attend all Board of Directors meetings and conference calls, to help plan such meetings, and provide staff support, and produce monthly progress reports (accomplishments, hours worked, contacts made, etc.).
- To function as a liaison and joint point of contact alongside a Board member, between PYWA and its significant partners (including the PC(USA) Department of Christian Formation of the PMA and any other partners as deemed necessary).
- To coordinate all PYWA social media channels (ie. Facebook, Instagram, etc.) and ensure regular postings (*up to 15% of your time will be in this area*).
- To maintain and update PYWA website on a regular basis in conjunction with volunteers.
- To manage the membership database in conjunction with a Board member, and communicate regularly with members, partners, and prospective members.
- Some travel required to be present at conferences and events.

Qualifications:

- Public speaking and giving presentations.
- Ability and knowledge of Fundraising
- Experience in Youth Ministry within the PCUSA
- Administrative and organizational skills
- Technical skills to include Microsoft Office suite, Google Drive/Docs, Dropbox, and proficient in Internet usage, social media, and video conference calls (i.e Zoom)

Accountability: To the Board of Directors. Performance reviews will be conducted at 6 months & 12 months by the Personnel Team in consultation with the Board of Directors.

Hours & Compensation: Executive Director will be an exempt salaried employee hired on contract. Contract is for a period of up to 12 months and is renewable upon conclusion. Contract begins ??/??,

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2019. Contract may be terminated with 30 day's notice by either party, or may be renegotiated at any time with both parties consent. This contract includes the following compensation:

Compensation:

\$12,000 to \$15,000 Annual Salary, paid monthly

Reimbursable Expenses:

\$3,000 to \$5,000 Professional expenses (travel, mileage, meals, equipment, books, etc.)

\$900 Mobile phone reimbursement

\$900 Home office Internet reimbursement

\$900 to 1,200 Medical & Healthcare reimbursement

Salary & Compensation details may be negotiated

Timeline:

The ED search committee will be receiving resumes and applications through September, and will begin interviews in October, with the hope of hiring a candidate by late 2019. To apply, please submit a resume and cover letter by email to PYWA.info@gmail.com