

AMIGOS MINISTRIES OF SWFL, INC.

JOB DESCRIPTION



Position Title		Reports to
Director		Board of Directors
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input type="checkbox"/> Full-Time <input checked="" type="checkbox"/> Part-Time	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt	

POSITION SUMMARY

The Director is responsible for providing strategic leadership for Amigos Ministries of SWFL, Inc. by working with the Board of Directors and the Management Team to establish long-range goals, strategies, plans and policies. strategic issues, public relations, opportunities and market challenges.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Providing leadership and management to ensure that the mission and core values of AMOS are put into practice
- Spearheading the development, communication, and implementation of effective growth strategies and furtherance of the mission of AMOS
- Collaborating with the Management Team to develop and implement plans for the operational infrastructure of systems, processes, and funding to accommodate the mission of AMOS
- Raising operational funds and additional capital at appropriate valuations to enable AMOS to meet objectives
- Maintaining responsibility in the areas of 1) interviewing, hiring and training employees, 2) planning, assigning and directing work, 3) appraising performance, 4) rewarding and disciplining employees, and 5) addressing complaints and resolving problems
- Representing the organization in its relationships with other agencies and organizations and groups of the community; in dealings with outside agencies such as government, churches and other agencies; at all top-level meetings, national, state, or local.
- Performing other duties as assigned

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

- LCMS rostered worker (pastor, DCE, DCO, etc.)
- 3 to 5 years of progressive experience as CEO or strong experience as COO/VP-level in managing one or more major business functions (e.g., operations, business development, etc.)
- Interpersonal, persuasion, and negotiation skills to deal with internal and external business relations
- Management skills to successfully perform the planning, directing, reporting, and administrative responsibilities of this position

- **Communication:** Speak clearly and persuasively in positive or negative situations, demonstrate group presentation skills, and conduct productive meetings
- **Delegation:** Delegate work assignments, give authority to work independently, set expectations, and monitor delegated activities
- **Leadership:** Inspire and motivate others to perform well, and accept feedback from others.
- **Management Skills:** Involves staff in planning, decision-making, facilitating, and process improvement; be available to staff; provide regular performance feedback; and develop subordinates' skills and encourages growth
- **Quality Management:** Explore ways to improve and promote quality; demonstrate accuracy and thoroughness; and maintain compliance with legal and regulatory aspects
- **Judgment:** Display willingness to make decisions; exhibit sound and accurate judgment; and make godly decisions
- **Planning and Organization:** Prioritize and plan work activities; use time efficiently; and develop realistic action plans

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate.

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.