

Second Presbyterian Church, Indianapolis: Position Description			
EXECUTIVE DIRECTOR			
Reports to:	Session through the Human Resources Committee	Effective:	November 2024
	Senior Pastor	Updated:	2024
Directly Supervises:	Director of Facilities Management and Security	Status:	F/T
	Director of Finance	FLSA:	Exempt
	Director of Information Technology		
	Coordinator of Human Resources		
	Receptionist(s)		
	Director of Food Services/ Food Services Staff		
Job Summary:			
<p>The Executive Director provides administrative leadership for the Church and congregational leadership; staff leadership for Finance, Operations, Administration and Human Resources; staff support for Operations and Human Resources Committees.</p>			
Essential Functions:			
<p>Provide Staff Leadership</p> <p><u>Finance</u></p> <ul style="list-style-type: none"> • Provide clear and productive supervision for the Director of Finance and indirect supervision of Financial Assistants. • Work with the Director of Finance to develop the annual budget and to monitor income and expenses annually. <p><u>Operations</u></p> <ul style="list-style-type: none"> • Provide clear and productive supervision for the Director of Facilities Management and Security and Director of Information Technology • Lead operational ministries through coordination with and supervision of (either directly or indirectly) all members (Food Services, Facilities, Administration and IT) <p><u>Administration</u></p> <ul style="list-style-type: none"> • Review contracts and leases to ensure compliance with contract policy • Responsible for property and liability insurance policy review. Oversee bid process every three years • Responsible for coordination of church administrative support staff, in cooperation with the supervisors to whom they report. Includes planning and leading a monthly administrative support staff meeting. <p><u>Human Resources</u></p> <ul style="list-style-type: none"> • Provide clear and productive supervision for the Coordinator of Human Resources 			
Minimum Qualifications:			
<ul style="list-style-type: none"> • B.S. or B.A., minimum • 5 years Administrative leadership experience • Possesses conflict management and supervisor skills • Able to speak in a public forum • Excellent written and verbal communication skills and proven leadership ability • Proficiency with various types of software 			
Physical Qualifications:			
<ul style="list-style-type: none"> • Able to move freely in and out of different settings • Able to speak in a public forum • Able to sit for long periods of time • Able to work at a computer for long periods of time 			

Core Competencies:

Attention to Detail: Consistently attends to the many small pieces which must be assembled into an organized whole; follows up on missing or out of balance items; resolves unanswered questions needed to address a problem; keeps the large picture in mind while tending to the smallest of details.

Compassion and Care: Exudes a natural sense of care for the well-being of others; responds with empathy to the life circumstances of others; communicates a sense of support in his or her very presence; demonstrates appropriate and boundaried expressions of care.

Integrity and Trust: Is seen as trustworthy by others; practices direct, honest, and transparent communication; keeps confidences; admits mistakes; doesn't operate with hidden agendas; responds to situations with constancy and reliability.

Personal Resilience: Can effectively cope with change and uncertainty; can shift gears comfortably; can decide and act without having the total picture; isn't upset when things are up in the air; can comfortably handle risk and uncertainty; is flexible.

Technical Expertise: Acquires and demonstrates the technical skills require to proficiently execute the essential functions of the job; understands which skills are lacking and seeks to develop those skills; continually works toward the mastery of technical proficiency.

Decision Making and Problem Solving: Uses sound logic to approach difficult problems and apply effective solutions; can distinguish between symptoms, causes and implied solutions; decides in a timely manner based upon a blend of research, experience, risk-taking and judgment.

Hiring and Staffing: Identifies new talent; attracts and hires the best people; clearly defines the essential functions and core competencies of a role before hiring; is not afraid to select strong people; does not discriminate in hiring practices; seeks to strengthen the team through the addition of diversity.

Supervising Work: Is good at establishing clear expectations and setting clear direction; sets stretching objectives; distributes the workload appropriately; provides regular and ongoing feedback about performance; proactively deals with substandard performance; engages disciplinary processes in a timely manner.

Strategic Management: Is future oriented and can visualize the larger picture of where the organization is heading; identifies and prioritizes strategic objectives that are consistent with the vision of the organization; creates effective breakthrough objectives to carry out strategies; balances risk with desired outcomes.

Hospitality: Generates a sense of hospitality by his or her very presence; communicates a sense of warmth, openness, and approachability; fosters natural connections between members of the congregation and with visitors; supports a culture of welcoming and belonging in the life of the congregation.

Spiritual Maturity: Shows strong personal depth and spiritual grounding; demonstrates integrity by walking the talk, and by responding with constancy of purpose; is seen by others as trustworthy and authentic; seeks the wisdom and guidance of appropriate mentors.

Disclaimer:

The above is intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed. This job description is subject to change at any time.