

**RANKIN CHRISTIAN CENTER**

**Title: Executive Director**  
**Reports To: Board of Directors Rankin Christian Center**

**Group I – Program Direction**  
**Catchment Area Service Director**  
**P.A.P. Code 1**  
**FLSA Status: Full Time / Exempt**

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**GENERAL SUMMARY OF DUTIES**

- **Provide direction of services, programs and operation of agency.**
- **Maintain contact with community to develop ability to analyze its needs**
- **Maintain oversight of budget, negotiate agency contracts, and act as a personnel manager for hiring and firing of agency employees.**

**ESSENTIAL QUALIFICATIONS:**

1. **Direct all services related to the effective operation of the Agency while maintaining the mission set forth by the Board of Directors.**
2. **Effectively work with other agencies, community, government officials, and board members in planning program development and collaborations.**
3. **Responsible for assessing community needs and following through with program evaluation and development.**
4. **Must build ongoing relationships with clientele, Board of Directors, staff, funding organizations, and other constituents.**
5. **Oversee financial operations of the agency as well as negotiate and sign all Non-LLC Contracts.**
6. **Responsible for development of effective fundraising campaigns as well as plan and administer the development and public relation program for agency marketing.**
7. **Serve as personnel manager for hiring and firing of agency employees and administer all agency personnel policies.**
8. **Responsible for determining the duties of staff; direct performance review and evaluations, and continued staff development.**
9. **Responsible for the maintenance and development of the agency property and equipment, in coordination with RCC LLC.**
10. **Work with the Board to further the objectives of the agency.**
11. **Ensure continued affiliations with United Way Allegheny County, American Baptist Churches (USA), Children’s Hospital, Allegheny County.**
12. **Serve as Non-voting member of the Agency’s Board of Directors.**
13. **Performs related work as required.**

**DESIRABLE QUALIFICATIONS:**

- 1) **Significant years experience with a social service agency at the management level, along with experience in the administration of a sizable budget.**
- 2) **Ability to recruit and empower volunteers.**
- 3) **Personal integrity a “must”. Strong listening skills are important together with a participative approach in relations with staff and the Board of Directors on specific decisions.**
- 4) **Desirable that candidate be committed to Christian service; preferably a fully ordained minister in a mainstream denomination.**

**MINIMUM EDUCATIONAL AND EXPERIENCE REQUIREMENTS:**

**Master’s degree in a Human Services-related field and five years administrative experience directing programs of social service agency**

**OR**

**Bachelor’s degree in social science field and seven years administrative experience directing programs of a social service agency**

**OR**

**Any equivalent combination of experience and training as approved by the County OBH/OMR/DD Program Director.**

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**Executive Director / Date**

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**President Executive Board / Date**