

Project Compassion Ministries job description for Executive Director

Project Compassion Ministries (PCM) is a Registered Service Organization (RSO) of the Lutheran Church Missouri Synod, which provides spiritual and physical services to nursing homes and senior living facilities. The Executive Director supervises all operations and reports to the PCM Board of Directors.

The mission of PCM is to improve the quality of life for the people we serve, in God's name.

Primary responsibilities;

1. Provide leadership and supervision for the overall operation of PCM. Fulfill annual organizational goals by jointly developing objectives with all full time personnel, and conducting annual performance reviews with the employees.
2. Oversee the fiscal operation of PCM by developing and meeting an annual budget, provide quarterly operating reports, ensure ongoing financial viability, and engage a CPA for annual fiscal reviews.
3. Work with the PCM Board of Directors to:
 - Establish annual organizational goals and objectives and lead the visioning process
 - Develop an annual budget
 - Monitor progress quarterly
4. Serve as a resource to the Pastoral Care Supervisor to nurture and expand the Chaplain program.
5. Develop, with the Bus Program Supervisor, the Love Bus program goals and objectives to ensure all the buses are safe, clean, and properly maintained, and that all bus drivers are properly licensed. Oversee the scheduling of the bus trips through the office clerk and regularly review the billings and payments. Annually recommend rate adjustment changes.
6. Provide direction and supervision to the Vacation Program Coordinator and maximize the number of "day away" "outings and "overnight stays" within the financial constraints of the organization. Investigate and secure grants and alternative funding sources for these programs.
7. Supervise the Marketing and Communications activities and ensure PCM is recognized and respected throughout the communities we serve. Publish the Love Lines newsletter on a regular basis and maintain a roster of PCM supporters.
8. Supervise all fund raising events and grant writing
9. Expand the community and church support base for PCM operations.
10. Maintain communications with the Lutheran Church Missouri Synod

Approved by the PCM Board of Directors December 2, 2009

Project Compassion Ministries (PCM) Executive Director Selection Criteria

The Board of Directors of PCM is looking for an individual to replace the retiring Executive Director in the first quarter of 2010. Candidates should have a genuine interest in the care and welfare of seniors and individuals in nursing homes. In addition, PCM is a Recognized Service Organization (RSO) of the Lutheran Church Missouri Synod and candidates will be expected to work effectively in a church and volunteer environment.

Required Criteria

- An active member of a Christian congregation
- A proven leader of a cross functional team
- Accomplished administrator
- Interdenominational flexibility
- Supervisory experience

Preferred Criteria

- Lutheran
- Clinical Pastoral Training
- Experience in grant writing
- Ordained/Commissioned Minister or Certified Church Worker
- Experience in establishing goals and setting objectives
- Nursing home or senior living environment work experience
- Fund raising or development experience
- Outstanding communications and team building skills

Starting salary \$45,000 per year plus benefits

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