



## |Job Description

**Title:** Executive Director CityLine Care Center

**Exemption Status:** Exempt

**Department:** CityLine Care Center

**Reports to:** Executive Ministry Pastor, CityLine Bible Church and CityLine Care Center Board of Directors

**Regular or Seasonal:**

**Full-time or Part-time:** Full-time

**Supervises:** TBD

### **Position Overview:**

The Executive Director (ED) of CityLine Care Center provides overall leadership, vision, and management of the organization. The ED is responsible for advancing the mission of equipping the marginalized with resources and opportunities in Jesus' name by overseeing daily operations, program development, financial stewardship, fundraising, community engagement, and staff/volunteer leadership. The ED reports to the Executive Ministry Pastor with a dotted line to the CityLine Care Center Board of Directors to ensure alignment with strategic goals and sustainability.

### **Responsibilities:**

#### **Mission and Vision Leadership**

- Champion the Christ-centered mission of CityLine Care Center.
- Ensure all programs and services reflect biblical values, dignity, and community transformation.
- Provide spiritual leadership and represent the Care Center in churches, community networks, and partnerships.

#### **Organizational Leadership**

- Direct daily operations across all departments (housing, food pantry, ESL, job training, immigrant services, and financial literacy).
- Supervise and develop staff, volunteers, and ministry leaders to maximize effectiveness.
- Support and coordinate the work of charter committees (Resource Bridge, Operations, Volunteer Engagement, Impact & Communication, Resource Development).

#### **Financial Stewardship**

- Develop and manage annual budgets in collaboration with the Board Finance Committee.
- Ensure compliance with nonprofit financial policies, reporting standards, and donor accountability.

- Lead fundraising efforts, including donor cultivation, grant applications, and partnerships with local churches, businesses, and foundations.

### **Program Development and Impact**

- Oversee program design, evaluation, and implementation to meet community needs and track measurable outcomes.
- Foster innovation in job training, job creation, and empowerment initiatives for marginalized communities.
- Build systems for collecting success stories, data, and outcomes to communicate impact to donors and stakeholders.

### **External Relations and Advocacy**

- Serve as the primary spokesperson and ambassador for CityLine Care Center.
- Build partnerships with churches, nonprofits, government agencies, and businesses.
- Advocate for marginalized communities and represent the organization in public forums.

### **Key Competencies & Behaviors Desired**

- Have a personal and growing relationship with Jesus Christ and is a CityLine Bible Church member.
- Ability to share the Gospel and explain what CityLine Bible Church believes.
- Ability to pray with other employees, guests, and members of the church.
- Be an active, engaged, and accountable member of a small group.
- Communicates in a manner that gains the trust and support of others at all levels.
- Works effectively with others despite differences of opinion and style; builds alliances.
- Strives for collaboration. Works cooperatively as a positive contributor to the team.
- Demonstrates a positive attitude and shows kindness in all workplace interactions.
- Make decisions appropriate for the level of responsibility.
- Can effectively adapt to change; can shift gears comfortably; is flexible, and embraces change with a “can-do” attitude.
- Is self-aware; knows personal strengths and weaknesses; seeks feedback and is open to negative feedback as an opportunity for improvement.
- Works well under pressure; can be counted on to hold things together during tough times; can handle stress; is not knocked off balance by the unexpected; is a settling influence during a crisis.
- Recognizes problems, constructively identifies and articulates solutions.
- Follows safety guidelines to ensure a safe working environment and consistently demonstrates safe work behaviors.

**Qualifications:**

- A committed follower of Jesus Christ with alignment to CityLine Bible Church's values and statement of faith.
- Proven leadership experience in nonprofit management, pastoral ministry, community development, or related fields.
- Strong skills in organizational leadership, strategic planning, fundraising, and financial management.
- Excellent communication and relationship-building skills with diverse stakeholders.
- Ability to inspire, equip, and mobilize volunteers, staff, and partners.
- Bachelor's degree preferred.

**Physical Demands:**

Standing, walking, lifting, carrying, and reaching are performed on a frequent to constant basis. Bending, pushing, pulling, climbing, kneeling, and twisting are performed on an occasional or frequent basis. Ability to lift, carry, pull, or push 50 pounds.