



Executive Director

Essential Duties and Responsibilities:

Responsible for supervising, directing, and administering the programs of Henderson Settlement.

The Executive Director shall:

- Lead, plan and direct the efforts of Henderson Settlement
- Directly supervise the Department Directors and administration staff; holding them accountable for assigned duties through performance management
- Prepare, manage and stay within the approved Settlement budget
- Make final decision on recruitment and dismissal of all staff, with the exception of those on the Supervisory level where decisions are made in consultation with the President of the Board of Directors
- Establish and maintain high standards of ethical behavior, safe practice, policy adherence and discipline throughout the staff
- Sign legal contracts and agreements on behalf of the Settlement as required
- Actively seek material and financial support by making needs known to staff, individuals, church groups, foundations and other organizations. Report progress as required.
- Participate in regular professional training
- Serve as an advisor to the Board of Directors
- Carry out all other duties as assigned by the Board President
- Maintain a safe, clean and organized working environment

Qualifications:

- Commitment to God in Christ and a respect for and understanding of the ministries of the United Methodist Church
- Spiritual maturity and comfort with the language and essentials of the Christian faith
- Willingness to work with the Settlement's mission and vision and to honor United Methodist theology, social principles and practice
- Strong leader who is trustworthy and willing to serve as a mentor
- Strategic thinker with sound technical skills, analytical ability, good judgment and a strong operational focus

- Well-organized, self-directed individual with a heart for outreach missions and the community
- Intelligent and articulate individual who can relate to people at all levels
- Ability to produce clearly written documentation for technical and non-technical audiences
- Ability to speak clearly, persuasively and confidently to large and diverse audiences
- Proficiency with Microsoft Windows and Microsoft Office, as well as social media platforms and all existing Settlement information systems

Experience and Education:

- Bachelor's degree in Business Management or related field; four or more years related experience and/or training; or equivalent combination of education and experience

Expectations of Employee:

- Adhere to Henderson Settlement's Policy and Procedures
- Act as a role model within and outside Henderson Settlement
- Maintain a positive and respectful attitude
- Communicate regularly with the Board of Directors
- Demonstrate flexible and efficient time management and ability to prioritize workload
- Consistently meet deadlines
- Deliver expected results in the areas established as goals or objectives
- Exemplify the highest standard of Christian faith and morality

Please send resumes to the HR office at:

hr@hsumc.org

**For more information please contact Amanda at
(606) 337-3613 Ext 317**