



**Updated: November 2023**

## **Executive Director Job Description**

### **Leading**

To lead the mission, vision, and direction of First Priority Wake County to be a ministry that equips and empowers students with spiritual leadership development, training, and resources. Collaborate with the Board of Directors to identify, create, and implement strategic plans to actualize business objectives.

### **Networking**

To network and unite the community and local churches to partner with the mission of First Priority Wake County. Finding opportunities to speak about First Priority at community events and churches.

### **Volunteer Training + Leading**

Lead and train teams of volunteers to implement the strategy and operations of First Priority Wake County.

### **Lead Staff**

Hire and lead staff. Develop new staff positions as needed with the Board of Directors.

### **Representative**

Be the primary representative of First Priority Wake County to the Wake County School Board. Stay up-to-date on current school policies and implement them within the ministry.

### **Fundraising + Finances**

Raise funds and lead teams and initiatives to raise sustainable funding. Steward the finances well and develop an annual Budget based on ministry needs.

### **Manage Schedule**

To set and manage your own schedule based on a 40 hour work week. Because of schedule demands, we strongly encourage devotional time, professional development, and sabbath.

### **Communications + Administration**

Oversee and work with the FP Staff on communications, administrative, inventory, and efficient systems.

### **Accountability**

The Executive Director provides ministry reports and works directly with the Board of Directors for accountability. Reports indirectly to First Priority of America.

## **Qualifications**

- A follower of Jesus, living with integrity and a desire to serve people.
- Agrees with the First Priority Wake County mission, vision, and statement of faith.
- Ability to interact effectively with diverse personalities.
- Ability to work with confidential matters.
- Ability to conduct themselves with a manner of integrity and loyalty.
- Ability to follow-through jobs and tasks to completion.
- Ability to speak publicly.
- Ability to train and lead teams.
- Self-started with the ability to set and manage their own schedule.
- Basic understanding of Mac or Windows programs and power-point.

## **Salary + Benefits**

### **The Executive Director position is salaried.**

- Will begin at \_\_\_\_\_ with an annual increase decided by the Board.
- A portion of the salary can be allocated to Housing Allowance which may be adjusted annually based on employee housing costs.

## **Sick Time**

Responsibly, as needed.

## **Professional Development**

- First Priority of America provides an annual Fall Conference and Spring Meeting.
- Travel expenses will be budgeted for.
- Other professional development may be budgeted for.