

## JOB DESCRIPTION- EXECUTIVE DIRECTOR KINGS PORTION

Supervisor- Board President

Summary- The Executive Director for The Kings Portion is responsible for planning, organizing, and directing all programs, fundraising, and operations. This includes coordinating with all major donors, community outreach, major gifts programming, planned giving, fundraising, special events, and daily operations of the organization-its volunteers and employees.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

Grant proposals, submissions, follow-through, and reporting with support from the Board President.  
Expand and diversify the funding base through grants, supporters, and donations.  
Establish accounting procedures for each event.  
Recruit and train staff and volunteers.  
Evaluate and improve, when necessary, the operational systems, processes, and policies in support of The Kings Portion goals and mission.  
Develop, write proposals, and oversee the spending and reporting of grant funds.  
Clearly communicate with The Kings Portion Board of Directors.  
Assist the Board President and Treasurer in developing program budgets.  
Engage and strengthen relationships with all current and future donors.  
Develop a sound short- and long-range plan for Kings Portion  
Maintain a positive work environment for employees and volunteers.

### QUALIFICATIONS

BA/BS degree preferred but not required, 2 years of management experience in a nonprofit or an equivalent combination of education and experience.

Proven grant writing success.

Ability to reach, analyze, and interpret financial reports and legal documents.

Ability to respond to common inquiries or complaints from clients, regulatory agencies, or members of the business community.

Ability to author speeches and articles for publication to effectively present the information to public groups and/or Boards.

Ability to work with mathematical concepts such as probability and statistics.

Knowledge and experience of Human Resources at both state and national levels.

Must be able to pass a complete background check.

### COMPUTER SKILLS

Proficient computer skills in MS Office 360, Google Docs, QuickBooks, Excel

### WORK/CLIENT ENVIRONMENT

The mission of KP is to extend compassion by ministering to the needs of the elderly, the children, the ill, the hurt and broken, and the less fortunate in our community. We strive to offer a loving, inviting atmosphere while treating everyone with dignity and honor. We are dedicated to maintaining continuous growth in services to assist people in improving their quality of life. It is our goal to minister to the whole person's spirit, soul, and body.

Salary will depend on experience.

Send resumes to Sheila Harr at [thekingsportion@gmail.com](mailto:thekingsportion@gmail.com)