

JOB DESCRIPTION

Job Title: Executive Director	Reports to: Board of Directors
FLSA Classification: Exempt/salary	Publication/Revision Date: September 2025

Office Location: Lombard, Illinois serving DuPage County	Hours: 30/Week
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Position Summary

The Executive Director provides leadership toward the achievements of the vision and mission of Love INC of the Western Suburbs through relationships with our volunteers, clients, area agencies and the Board of Directors. This 30-hour a week role is crucial for the leadership of the organization, managing fundraising and grant efforts, recruiting partner agencies and volunteers and managing the day-to-day functions of the organization. With a solid foundation in faith and a strong Christian lifestyle, this role leads the organization to support the mission to mobilize local churches and community partners to transform lives and communities in the Name of Christ.

Core Duties / Key Responsibilities

Board and Organization Involvement:

- Provide spiritual leadership to the board, volunteers and clients, and exhibit spiritual maturity, integrity, and a commitment to personal transformation.
- Support the operation and administration of the Board of Directors by advising and informing board members of issues and accomplishments and providing training materials to assist them fulfill their roles.
- Handle the creation and distribution of all board packets, meeting invitations, board communications and attend all board meetings.
- Lead the financial operations, risk management practices and the oversight of the facility. Makes recommendations on the annual budget for board approval and prudently manages all resources within budget guidelines according to current laws and regulations.
- Manage the development of the Annual Report.
- Coordinate all logistics, notices and documents for the Annual Meeting.
- Serve as the affiliate's primary liaison with the Love INC National Organization.
- Participate in mandatory national organization training on an ongoing basis.

Community Involvement:

- Cultivate and nurture relationships with existing member churches through continuing personal contact that fosters their involvement in and ownership of the ministry.
- Develop strategies to seek new member churches and other funders that include representing and promoting the organization's vision, mission and ministry accomplishments.
- Cultivate and nurture relationships with community agency staff and the business community.

Fundraising/Programming:

- Participate with the Board of Directors in development and implementing the annual fundraising plan. Strategize tactics to achieve and measure goals, report monthly on status to budgeted goal.
- Oversee the development, delivery and quality of all existing and new programs, services and initiatives. Monitor and evaluate the ministry impact and develop growth strategies as appropriate. A list of current programs include:
 - The LOVE Help program
 - The Food & Fuel program
 - The GAP ministries: Laces with LOVE, Toy Express, etc.

- Research, prepare and apply for grants, or seek third party assistance and lead the grant application process. Create tracking reports of all grant applications, updates and requirements for grants received. Must apply for at least 6 grants annually.
- Develop new initiatives to fulfill the mission and vision of the organization as appropriate.
- Develop and implement the marketing and promotional strategy for the organization. This includes the development of member emails, newsletters, managing social media outlets, website maintenance, participating in community meetings and in-person visits to churches.
- Plan, coordinate and manage all logistics for the organization's fundraising events such as the annual Trivia Night, Giving DuPage Days and Giving Tuesday efforts.

Staff and Volunteer Management:

- Effectively manage staff and volunteers for the organization, ensure sound administrative practices, personnel policies and procedures and ensure policy adherence.
- Supervision of the Connection Center Coordinator and indirect supervision of 20-30 volunteers.

Position Qualifications

Work Experience:

At least 3 years of proven work experience in non-profit or volunteer management in a leadership role or equivalent.

Knowledge/Skills/Abilities

Microsoft Applications:	Basic to intermediate functionality (in particular, Word, Excel and Outlook)
Additional Technology:	Exceptional phone skills and computer literacy QuickBooks proficiency Ability to learn additional software skills – Canva, Mobile Cause, Website updating
Communication:	Exceptional verbal and written communication skills
Additional Requirements:	Active Christian lifestyle and agreement with the Apostles' Creed Bachelor's degree or equivalent experience in management, social work, organizational leadership or a related field Experience in managing paid staff and volunteers Successful grant writing experience Must be able to work independently and effectively manage time Strong leadership and management skills, with a hands-on approach to leadership Skilled at building, engaging and motivating teams of people Strong organizational skills and attention to detail Good problem solving and decision-making skills Ability to be a positive representative of the organization both internally and externally Ability to always work with respect and cooperate with volunteers, clients and staff

Physical/Working Requirements

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be available to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the position requires:

- Working primarily from an office location.

Resume & optional cover letter to: resumes@love-cc.org indicating "Executive Director" in subject line



- Sitting at a desk and working on a computer.
- Ability to position, transport, lift and/or move up to 20 pounds at a time.
- Standing, walking, moving across large areas.
- Communicating and exchanging information verbally and in writing.
- Move about in an office environment.
- Ability to travel locally to partner churches and organizations, etc.

This job description is not intended to describe in detail the multitude of tasks that may be assigned, but rather to provide the employee with a general sense of the responsibilities and expectations of their position. It is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position. As the nature of business demands change so, too, may the essential functions of this position.