

# Job Description for Executive Director

of Kids' Life Bible Clubs (KLBC)

Phone: (616)455-2490 Website: [kidslifebibleclubs.org](http://kidslifebibleclubs.org) Email: [klbc2110@sbcglobal.net](mailto:klbc2110@sbcglobal.net)

## **Broad Responsibilities**

- Has responsibility and authority from the Board of Directors for all aspects of the ministry.
- Promote growth of the KLBC ministry through expansion of existing clubs and starting new clubs.
- Perform fund-raising activities to ensure that the ministry has adequate funding.
- Oversee the staff, equipment, and day-to-day operations of the KLBC office.

## **Specific Responsibilities and Duties**

- Develop and implement strategies for promoting the KLBC ministry to churches and individuals.
- Take a leadership role in getting new clubs identified, volunteers recruited and trained, and permission granted by the schools, so that each new club is positioned for a successful beginning.
- Perform fund-raising activities (e.g. banquets, grant applications, 1-on-1 donor contacts, church offerings, year-end giving) and cultivate excellent donor relationships.
- Work in collaboration with staff and volunteer teams to maintain an optimum curriculum and execute annual events.
- Communicate progress, prayer needs, and other news items to volunteers and supporters.
- Prepare an annual fiscal budget for approval by the Board of Directors.
- Maintain ongoing engagement with the Board of Directors through regular meetings and communication, providing ministry reports and implementing Board-approved directives.
- Initiate opportunities to motivate, encourage and express gratitude to volunteers and supporters.
- Promote good working relationships with parents and schools, and help resolve club problems and complaints that involve schools and/or parents.
- Maintain an up-to-date KLBC website that engages and informs parents, prospective volunteers, churches and supporters.

## **Required Qualifications**

- Has an evident love for Jesus Christ and testifies to His Lordship in her/his life; actively committed to a Protestant church.
- Mature Christian, thorough knowledge of the Bible, agrees with KLBC statements of belief.
- Passionate about children's ministry, and experienced in leading children's ministry programs.
- Well-developed communication (written and public speaking) and people skills.
- Experienced using computers to accomplish common office tasks.
- (helpful, but not required) College degree, trained in how to lead a non-profit.

## **Job Benefits**

- Salaried, compensation commensurate with education and experience, based on 24 hours/week.
- Three weeks annual paid vacation; in-office work hours are flexible, but must be negotiated.
- Travel within West Michigan is expected, mileage reimbursement is available.

*Kids' Life Bible Clubs (KLBC) is a non-profit 501(c)(3), non-denominational, Christian ministry that brings the Good News of Jesus Christ to elementary school children in the West Michigan area through after-school Bible Clubs.*

*KLBC subscribes to the Lausanne Covenant.*

*This ministry began in 1962, and is currently located at 2110 Enterprise St SE, Grand Rapids, MI 49508.*