

**PADUCAH COOPERATIVE MINISTRY (PCM)  
POSITION DESCRIPTION**

**Position Title:** Executive Director  
**Reports To:** PCM Board of Directors

**General Summary/Purpose**

The Paducah Cooperative Ministry is an interfaith organization whose purpose is to draw together individuals and congregations to respond to basic human needs and conditions in McCracken County, Kentucky. The PCM Mission is “Doing God’s work with human hands”, and our Vision and more can be found at [www.paducahcoopministry.org](http://www.paducahcoopministry.org).

The Executive Director is responsible for the overall strategic and administrative responsibility of all of PCM’s programs, services, staff, and functions as the point of contact between PCM and the community.

**Key Duties and Responsibilities**

- Embody the spirit and voice of Paducah Cooperative Ministry in all communications and interactions with those receiving services, as well as with all volunteers, donors, and others throughout the service region without regard to race, gender identity, religion, age, sexual orientation; maintain an open, welcoming spirit to all faith traditions and beliefs
- Maintain awareness, flexibility, and adaptability with regard to the constantly changing social condition and available community resources, from grass roots to corporate, and a willingness to evolve accordingly
- Oversee appropriate services and programming reflective of the PCM Mission
- Provide leadership, development, and performance feedback for staff members under the direction of the Personnel Committee of the Board
- Ensure good stewardship and transparency in providing general financial oversight
- Expand local revenue generating and fundraising activities to support new and existing program operations while simultaneously managing organizational expenses
- Build and nurture trusted relationships with congregations, donors, community members; ability to work effectively in collaboration with diverse groups of people
- Actively engage and energize volunteers and Board members, ensuring the provision of the resources they need to reach the goals of the ministry
- Oversee facilities and resource management
- Ensure effective data collection and reporting techniques and tools
- Effectively communicate the life of the ministry both verbally and in writing
- Remain prepared for physical hands-on work as food and other supplies in the facility often need to be disseminated
- Develop, maintain, and support a strong Board of Directors; serve as ex-officio of each committee, seek and build Board involvement with strategic direction for both ongoing local operations as well as for United Way involvement

**Education, Training and Skills Preferred**

- Minimum Bachelors’ degree or equivalent education in human/social services field or related field

**Knowledge, Skills, and Abilities Preferred**

- Proven experience as a non-profit executive director, leader, or similar role; track record of effectively leading a performance- and outcomes-based organization and staff

- Possess a strong desire for building and sustaining an organizational culture of integrity, compassion, caring, and serving
- Excellence in organizational management with the ability to coach, lead, and develop non-profit teams of at least ten individuals
- Demonstrated experience with financial management including budgets and investments; maintain knowledge of general accounting and auditing principles and procedures
- Ability to cultivate community support by developing and maintaining contacts and networks with local congregations, community organizations, other non-profit agencies, businesses, and individuals
- Success in growing a non-profit organization with a mid-seven figure income, primarily composed of inter-faith congregations
- Grant seeking and writing skills, and grant management experience
- Strong written and verbal communication skills, a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills
- Knowledge of volunteer recruitment and management; ability to cultivate relationships with, manage, and nurture all volunteers
- Ability to collaborate with community partners to identify and respond to needs
- Possess strong marketing and public relations skills to field calls and questions from local and regional media outlets, as well as strong public speaking skills
- Practical social media skills in advocating for and educating the community

**Mental/Visual/Physical Strain**

- Physical Summary: Ability to lift at least 30 pounds

Executive Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Personnel Committee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Board of Directors Signature: \_\_\_\_\_ Date: \_\_\_\_\_