

Reiser Relief

Position Description – Executive Director

Position Purpose:

Serve as the director of Reiser Relief through vision development, leadership, donor and partner relations and administration. Lead management team and provide encouragement, direction and support. Work in cooperation with the Board of Directors and management team to further develop the vision, mission and ministries of Reiser Relief

The Executive Director of Reiser Relief will:

- Speak out and advocate for the needs of the poor
- Speak at fundraising and outreach events in collaboration with other speakers and the Outreach Manager
- Lead management team and work to foster and equip a team that carries out our mission
 - Refine and optimize the Reiser Relief management structure, position descriptions and responsibilities
 - Work with Volunteer Manager to recruit new volunteers.
 - Fill in for management roles when there are vacancies
 - Train and orient new managers
 - Perform annual reviews of manager responsibilities
- Haiti partner relations
 - In collaboration with Partner Managers, maintain relationships and stay informed on partner developments
- Serve as head of Donor Management
 - In collaboration with the Donor and Database Managers, ensure that donors are promptly thanked and that all donations are recorded in compliance with IRS tax regulations.
 - In collaboration with the Communications Manager to write and publish communication pieces to donors
- Serve as head of Fundraising
 - Chair or co-chair event committees
 - In collaboration with Fundraising Manager, seek corporate sponsors, write grants, seek and evaluate fundraising opportunities
- Work with the Treasurer to monitor Reiser Relief financial matters
 - In collaboration with Partner Managers and Trip Leaders, make sure all fixed commitments and stipends are paid including completing wire transfers
- Board Responsibilities
 - Create and distribute agendas
 - Proof and distribute board minutes
 - Be involved in strategic planning and visioning

Reiser Relief

- Plan board trips to Haiti including itinerary, transportation, interpreters, and emergency packet paperwork
- Administration
 - Receive incoming phone calls
 - Manage special correspondence such as legal and estate gifts

Position Reports to:

Reiser Relief Board of Directors

Position supervises:

Management Team

Nature and Scope

- 1. Relationships:** To perform this position effectively, the employee is expected to perform their responsibilities with enthusiasm and a good attitude, be a team player and willing to assist other volunteers. Furthermore, the employee is expected to be approachable, open to ideas and suggestions, be regularly present and available to donors and volunteers, and be open and welcoming supporters. As part of this responsibility, the employee must relate well with volunteers and supporters.
- 2. Knowledge, Skills, and Abilities:** This position requires dedication to the mission and ministry, enthusiasm, strong communication and artistic skills, diplomacy, analytical skills and superior organizational and coordination abilities. Employee will practice good stewardship regarding organization funds, property and assets within the constraints of this job position and will strive to use time and resources effectively to complete job responsibilities in a timely manner. Employee is encouraged to continue lifelong learning by attending professional training and seminars to enhance their skill set.
- 3. Problem Solving and Creativity:** This position requires problem solving skills and an ability to deal with last minute changes or contingencies, in a manner that is diplomatic and includes a willingness to exemplify Christ. Employee will be resourceful in finding ways to carry out responsibilities and will look for opportunities to improve work processes or programs for which they are responsible.
- 4. Freedom to Act:** This position carries the expectation that the employee works well with minimal supervision and direction and is professional in carrying out their work.

Any freedom to act is bounded by federal and state laws, rules and regulations, Christian values, vision and priorities set by or with the Board of Directors, and generally accepted principles of integrity, good taste and professionalism.
- 5. Job Performance Review:** In addition to any feedback given in regular meetings between employee and the Board of Directors, the employee can expect a minimum of one job performance review per year to help in continuing their lifelong education process and professional skill set development.