

**Job Title:** Executive Director  
**Organization:** AGAPE  
**Location:** Nashville, TN  
**Reports To:** Board of Directors  
**Type:** Full-Time, Exempt



The Executive Director is the face of AGAPE and is held to the highest standards of Christian morality and integrity so as to best represent the mission of AGAPE. In partnership with and under the authority of the Board of Directors, the Executive Director, who is a member in good standing of a local Church of Christ, will lead the organization to keep its mission, vision, values and strategies focused and communicated to staff, clients, funders, volunteers and the community.

**Mission Statement:** AGAPE exists to strengthen children and families with the healing love of Christ through counseling and social services

## General Duties and Responsibilities

### 1. Management of the Agency

The Executive Director is in charge of all agency staff and ultimately responsible for the performance of their roles which are defined by written job descriptions approved by the Executive Director.

The Executive Director is responsible for the fiscal management of the agency within the parameters of the annual budget approved by the Board. This includes ensuring that all assets of the organization are effectively managed.

The Executive Director is ultimately responsible for the management of the programs of the agency. This includes proper planning, program development, program evaluation and assuring the agency adheres to licensing and accreditation standards, and state laws related to the services provided.

The Executive Director is responsible for risk management. This includes establishing policies and practices to minimize liability in every area of the agency's functions.

In all these responsibilities, the Executive Director must be able to discern when to delegate and when to outsource through contracts in order to perform all the duties of directing a growing agency.

## **2. Support and Work with the Board of Directors**

The Executive Director is an integral part of the Board, serving as an ex-officio member. The Executive Director is a vital link between the Board and the operations of the agency. The Executive Director is the competent professional who consults with the Board on all agency matters as the Board does its work. As such, the Executive Director provides regular reports on the condition of the agency – its finances, programs and needs.

The Executive Director keeps the Board abreast of issues and trends which bear upon agency policies. The Executive Director provides information and does research for the Board to help the Board meet its responsibilities.

## **3. Public Relations and Fund Development of the Agency**

The Executive Director leads the marketing and fundraising efforts of the agency and serves as chief spokesperson for the agency.

Marketing and public relations activities involve speaking appointments to churches as well as civic and community groups, coordinating advertising and social media programs, communicating regularly with supporting funders, churches, individual donors and potential donors, and promoting and representing the agency in a variety of venues.

The Executive Director works with the Board to develop an adequate funding base. This includes communicating with and nurturing individual donors, seeking grants from foundations and corporations as appropriate, and leading all efforts to secure the funding to satisfy both operational and capital requirements of the agency.

## Key Competencies

The Executive Director will provide visionary and servant leadership rooted in Christ, inspiring staff, volunteers, and partners to carry out the mission with faith and compassion. This leader will steward resources with wisdom and strategic insight, while cultivating relationships built on trust, humility, and grace. The role calls for a gifted communicator with a heart for ministry, proven skill in nonprofit fundraising and development, and a steadfast commitment to excellence in serving children, families, and the community. In all things, the Executive Director will demonstrate resilience, prayerful discernment, and a spirit of continuous growth in pursuit of God's calling for the organization.

## Experience and Education

The Executive Director should have at least seven (7) years of proven executive leadership experience in nonprofit management or a related field. Bachelor's degree required, Master's degree preferred.