

Organization: The Belfry

Title: Executive Director

Report to: Board of Directors

Full Time

Salary: \$45,000-70,000 (inclusive of benefits, performance-based increase)

Open until Filled

The Belfry is a Lutheran-Episcopal Campus Ministry to UC Davis and the Lutheran Episcopal Volunteer Network (LEVN).

I. Singularly Responsible For

A. Managing and Building up Donor Relationships for Campus Ministry and LEVN

1. Maintenance of DonorPerfect database, including donor acknowledgments.
2. Cultivation of relationships with churches, individuals, and businesses.
3. Manage, maintain, and nurture income sources for an annual budget of \$250,000-\$300,000.

B. Administrative Oversight of Current Programs

1. Payroll
2. Maintaining relationships with LEVN placement sites, including billing and communication.
3. Develop a system of internal control.

C. Property Management of two residential properties

D. Oversight of non-ordained paid staff, which may include a handyperson and bookkeeper.

II. Collaborate With Pastor On

A. LEVN

1. Volunteer Recruitment

- a) Interview and recruit excellent candidates from a national pool of young adults to participate in the LEVN program

2. placement site recruitment and matching

- a) Network with local non-profits to identify excellent placement sites for the program, work with the site to match qualified LEVN Volunteers with them, execute contracts between the site and LEVN

3. biannual evaluation meetings

- a) Attend fall and spring evaluation meetings at each site where volunteers and supervisors review goals and progress and set new goals
- b) Be a support to supervisors in their mentorship and management of their LEVN Volunteer
- c) Be a resource and supportive presence to the Volunteers as they gain professional skills and learn about social service. Be available to sites in between scheduled evaluation meetings if issues arise for problem solving and support

B. Board Development

C. Institutional Support and Relationships

1. The Episcopal Church, Evangelical Lutheran Church in America, Sierra Pacific Synod, Episcopal Diocese of Northern California, Episcopal Service Corps, and local congregations.
 2. Annual attendance at Sierra Pacific Synod Assembly and Convention of the Episcopal Diocese of Northern California.
- D. Print and online marketing, including the quarterly newsletter and website maintenance.