

Job Description for Executive Director

of Kids' Life Bible Clubs(KLBC)

Phone: (616)455-2490 **Website:** kidslifebibleclubs.org **Email:** klbc2110@sbcglobal.net

Broad Responsibilities

- Provide overall leadership as the KLBC ministry focal with schools, volunteers, churches, supporters.
- Take a leadership role in getting new clubs started and organized.
- Perform fund-raising activities to ensure that the ministry has adequate funding.
- Manage the staff, equipment, and day-to-day operations of the KLBC office.

Specific Responsibilities and Duties

- Communicate the vision and mission of the KLBC ministry to all staff and volunteers, and ensure that all ministry activities help achieve the ministry goals.
- Develop and implement strategies for promoting the KLBC ministry to churches and individuals, and assist Chapter Steering Committees in starting new clubs.
- Perform fund-raising activities (e.g. banquets, grant applications, 1-on-1 donor contacts, church offerings) and cultivate excellent donor relationships.
- Coordinate with schools, volunteers, and the Program Coordinator to ensure clubs operate smoothly.
- Communicate progress, prayer needs, and other news items to volunteers and supporters.
- Prepare an annual fiscal budget for Central Board approval.
- Participate in Central Board meetings and provide financial and ministry status reports.
- Support Chapter Steering Committees as necessary, particularly with ideas for starting new clubs.
- Take advantage of opportunities to motivate, encourage and express gratitude to volunteers.
- Handle all media requests.
- Maintain media platforms (e.g. website, Facebook, YouTube) to ensure that information is appropriate and up-to-date.
- Promote good working relationships with parents and schools, and help resolve club problems and complaints that involve schools and/or parents.
- Periodically file legal, financial, and insurance paperwork as required.

Required Qualifications

- Has an evident love for Jesus Christ and testifies to His Lordship in her/his life.
- Mature Christian, thorough knowledge of the Bible, agrees with KLBC statements of belief.
- Passionate about children's ministry.
- Well-developed communication (written and public speaking) and people skills.
- Computer literate and experienced with Microsoft Office Suite (Word, Excel, PowerPoint, Publisher).
- (not required, but helpful) College degree, experience leading a non-profit organization.

Job Benefits

- Salaried, based on 24 hours/week, compensation commensurate with education and experience.
- 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.

To apply please send a cover letter and resume to the email address: klbc2110@sbcglobal.net.

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.

Statements of Belief

We believe that the Bible is the inspired and infallible revelation of God.

We believe in one eternal God who is revealed in three persons (Father, Son, Holy Spirit).

We believe that Jesus Christ is the Son of God who paid for our sins by dying and rising again.

We believe that the Holy Spirit regenerates believers' hearts.

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