LOVE INC EXECUTIVE DIRECTOR
SHEBOYGAN COUNTY

Reports to: Board of Directors
Type of Position: Part-time (*approximately 30 hours a week*), salaried
Salary Range: $50,000–$55,000 based on experience

Position Overview

The Executive Director serves as Love INC's spiritual and visionary leader and as its primary ambassador to area churches, local businesses, and the community at large. Working in close partnership with the Board of Directors, the Executive Director helps establish strategic direction and fulfill the organization's vision. A central priority of the role is cultivating partnerships and developing relational and financial investment in the ministry.

This role calls for a spiritually mature, relational leader with a heart for the mission of Love INC, strengths in fundraising and community engagement, and the ability to build trust and invite others into shared ministry. The Executive Director provides overall staff leadership and works collaboratively with the team to carry out the organization's mission.

Key Relationships

The Executive Director works in close conjunction with the Board of Directors to establish organizational vision, strategic goals and financial priorities. The Executive Director also works collaboratively with staff to fulfill the mission and vision of Love INC, providing leadership, encouragement, and direction while equipping the team to carry out their respective responsibilities.

Core Responsibilities

1. Cultivate and strengthen church and community partnerships as the face of Love INC

Build & grow ministry relationships among churches, area businesses, and the community, including developing and strengthening relationships with key leaders; develop strategies for implementing new ministries and sustaining & improving current ministry initiatives among churches.

2. Invite community investment in Love INC Sheboygan Co

- Maintain and strengthen current fundraising initiatives & campaigns
- Develop new revenue sources & strategies where appropriate
- Invite churches, community organizations and businesses into deeper partnership with Love INC
- Oversee organizational communications

3. Work as Love INC's staff leader to develop, strengthen, and fulfill organizational mission and vision

- Work in tandem with the Board of Directors and staff to fulfill the ministry of Love INC
- Ensure adherence to organizational mission, vision and values
- Develop & maintain the annual budget

4. Serve as the primary liaison with National Love INC

- Pursue continuing education, training, and collaboration
- Maintain appropriate administrative records

Required Qualifications

The following knowledge, skills, and abilities may be acquired through a combination of formal education, prior experience, or on-the-job training.

- A bachelor's degree in management, social work, ministry, community development, or related field
- A minimum of three years of leadership experience in nonprofit, ministry, organizational, fundraising, or community engagement settings
- Strong Christian faith, with a commitment to Love INC's mission and core values
- Demonstrated ability to develop relationships and build support for organizational mission, including fundraising, donor cultivation, or other forms of resource development
- Experience providing leadership, direction, and support to staff and volunteers in a nonprofit or ministry setting
- Strong communication and interpersonal skills, with the ability to build relationships across diverse groups
- Ability to work collaboratively with Board of Directors and contribute to strategic planning and organizational direction
- Proficiency with common technology and organizational tools, including Microsoft Office and donor databases (e.g., CoolFocus).

Preferred Qualifications

- CFRE certification or equivalent experience.
- Familiarity with Adobe Suite (Photoshop, Illustrator, InDesign)
- Experience working with faith-based organizations or ministries