

Immanuel Community Services  
Executive Director

Immanuel Community Services is a Social Ministry Organization of the Evangelical Lutheran Church of America and is housed within Immanuel Lutheran Church. ICS is a place for people from all walks of life to belong and work together, receive nourishment for body, mind and soul, and be equipped with tools to reach their potential. ICS operates four programs – a Food Bank, a Community Lunch, a Hygiene Program and a Recovery Program. We are dedicated to transforming lives with dignity. We are looking for an Executive Director to help us realize our goals.

The Executive Director is responsible for the development and operation of ICS. This includes:

- In partnership with the Board of Directors, develop and implement strategic plans for the organization.
- Report on progress toward achievements of goals and objectives
- Supervise and support the ICS staff and programs
- Assist in Board recruitment
- Organize and coordinate board development
- Ensure programs function within the ICS annual budget
- Work in partnership with the staff and members of Immanuel Lutheran Church
- Collaborate with the Board of Directors to develop and implement a fund development plan to support current and future programs
- With the assistance of the program directors, is responsible for all reporting and auditing required for grants received
- Develop volunteer opportunities and a volunteer base to deepen involvement and investment in the programs and provide opportunities for interaction between clients and volunteers
- Network with community leadership, businesses and residents to broaden support base for ICS programs

Experience and Qualifications:

- Advanced understanding of organizational development and management, including implementing strategic plans, managing projects and developing programs
- Experience working with diverse populations
- Management experience, including hiring and supervising staff
- Demonstrated fund-raising track record
- Experience in marketing, public relations and community outreach
- Excellent computer skills required. Microsoft office suite required, familiarity with fund raising software (Logos) preferred.
- An undergraduate degree, graduate degree in a related field is preferred

The ideal candidate will also have an understanding of and/or experience with the following:

- Direct experience and/or familiarity with management in the nonprofit sector
- Volunteerism and related issues surrounding civic engagement
- Experience representing an organization on a local and national level

This is a 0.5 FTE salaried position with variable shifts. Work will be performed at a variety of locations.

Applications will be accepted through April 25, 2008 with anticipated start date of May 20, 2008. For immediate consideration, please email your cover letter and resume, along with salary requirements to [office@immanuelseattle.org](mailto:office@immanuelseattle.org)