



Agape Christian Counseling — Executive Director Job Description

About Us:

Agape Christian Counseling is a nonprofit organization that exists to support the community at large and church body by offering professional Christian Counseling services, ministering in multiple arenas of mental health care. In addition to working with various insurance agencies to help cover some of the expenses associated with counseling, we offer scholarship assistance where needed.

Position Details:

Reports to: Board of Directors

Position Status: Full-time

Payroll Status: Salaried, Exempt

Location: 2124 Crown Centre Drive, Suite 400 Charlotte, NC 28227

Position Overview:

The Executive Director will be a follower of Jesus Christ and will represent Agape Christian Counseling to the community, leading the organization in developing partnerships with churches and community agencies and cultivating a reputation of excellence and integrity. The Executive Director (ED) will lead Agape in delivering on the goals set by the Agape Board to further its mission to provide professional mental health care in a compassionate, safe environment that empowers individuals and families throughout Charlotte to experience healing and wholeness. The ED will ensure that the organization has the proper resources and will steward those resources to build and lead a healthy organization. The ED is responsible for establishing and maintaining a culture that embodies biblical leadership principles and Agape's core values, so that "with integrity and excellence, Agape will provide trustworthy and compassionate mental health services that empower our community of individuals and partners."

Responsibilities:

Strategic and Organizational Leadership

- Reflect a Godly character of humility and servanthood, as enabled by God, in all leadership functions.
- Represent Agape Christian Counseling to the community with integrity and excellence, assuring the organization's values and perspectives are effectively communicated to clients, churches, and the community at large.
- Lead the organization according to the strategic plan created with the Agape Board, stewarding resources, monitoring progress, adjusting as necessary, and reporting as requested to the board.
- Implement and/or manage appropriate programmatic and operational systems to ensure goals, mission, and strategy are met. Specifically:
 - team meetings, database systems, financials, development, communications, assessments, outreach, human resources, board committees/reporting.
- Build and maintain collaborative relationships and strategic partnerships, alongside Board of Directors as appropriate.
- Assemble, train, motivate and retain a team of staff, licensed professional counselors, interns, and volunteers to deliver Agape Services with excellence and according to Agape's values.



- Manage implementation of sound Human Resource practices through updating Staff Handbook as needed, reviewing job descriptions, developing succession plans and ensuring annual performance evaluations are completed.
- Lead team meetings and attend quarterly Board of Director Meetings.

Development and Sustainability

- Ensure there is an annual budget; manage the budget with the Finance Committee and accounting manager, and report as directed by the board.
- Work with the Board (finance committee and development committee) to create a sustainable funding model with diverse income streams, include philanthropy, fee for service and grants.
- Create an annual development plan and manage the implementation, with board participation. ED should establish that the success of the development plan rests on the shoulders of many, versus being dependent on a few (Staff or volunteers).
- Integrate the development, communication, finance, and program plans so that they are working together to accomplish Agape's vision, mission, and strategic plan.
- Assure major communication mediums (web site, newsletter, information packet) are informative, accurate, creative, and delivered in a timely manner.
- Secure necessary licenses, insurance, facilities and services as needed for ministry purposes. Execute legal documents as needed in coordination with Board of Directors.
- Maintain current community partnerships and in collaboration with the Board of Directors identify opportunities for additional strategic partners.

Program Effectiveness

- Curate innovative ideas and initiatives that will help Agape Christian Counseling adapt to future trends while meeting current client and community needs.
- Oversee and support Clinical team in service implementation, thus ensuring:
 - Clear internal communication plan
 - All Counseling Associates and interns have state approved, outsourced/ in-house supervisors, who embrace Agape's Mission, Vision, and Values.
 - A strong working knowledge of the ethical standards required by the state necessary to provide effective supervision (internally or outsourced).
 - Organization's policies, procedures, and practices are documented and implemented with excellence and in compliance with federal, state and local regulations.
- Develop and implement a simple process for clients, community, and partners to understand Agape services, values and how to engage with ministry.
- Recruit, manage and motivate a team of ministry-minded individuals who desire to accomplish the organization's vision and mission statements.
- Promote a culture of team-work and best practice methods and techniques to meet goals and serve community.
- Establish and track metrics and benchmarks for each service area to ensure goals are met. Use data to make informed decisions and provide feedback to all relevant team members working to accomplish mission of Agape.

**Qualifications:**

- A follower of Jesus Christ, active in church
- 3+ years experience in nonprofits
- 3+ years leadership experience in area of management and/ or operations
- Bachelor's degree required - business related; Master's degree preferred
- General knowledge of mental health field, needs and common practices
- Ability to manage multiple tasks simultaneously
- Strong listening, oral and written communication skills.
- Ability to communicate effectively with larger groups on behalf of the organization.
- Experience in grant writing and/or fundraising preferred.

Compensation:

Compensation is commensurate with experience and size of organization within the nonprofit arena. Incentives and increases will be determined by the Board per goals set in place.

To Apply:

If you are interested in this position, please send a cover letter and resume to:

michaellawrencefoster@gmail.com