



**LEWES-REHOBOTH
ASSOCIATION
OF CONGREGATIONS**
LRAC.online

Lewes-Rehoboth Area Congregations (LRAC) Executive Director Hiring Announcement

Background: The Lewes-Rehoboth Area Congregations (LRAC) is an interfaith organization composed of people of faith who love God and neighbor. As a nonprofit, LRAC raises and distributes funds to the Community Resource Center and a host of other nonprofit and charitable organizations to improve the lives of underserved members of the Sussex County, Delaware community, focusing on the Cape Henlopen School District area. LRAC raises funds primarily through its New Life Thrift Store.

Executive Director Duties: The ExDir reports to the LRAC Board of Directors (BoD) and will abide by the direction and guidance contained in the LRAC Bylaws and Board of Directors Manual. The LRAC BoD President, in coordination with the Executive Committee, is responsible for providing the ExDir's Annual Review and any interim reviews. The ExDir directs the day-to-day operations of LRAC. Specific ExDir duties are below (percentages in brackets indicate estimated time to be spent on each top level task):

1. The ExDir is the focal point for coordination within LRAC and externally. (35%)
These include:
 - 1.1. Internally, the ExDir will work with the BoD, Executive Committee, standing and ad hoc committee chairs, and the New Life Thrift Store (NLTS) Manager.
 - 1.1.1. The ExDir will serve as the internal communications focal point, ensuring that information is shared amongst the entities listed above.
 - 1.1.2. Particular attention should be paid to coordinating with the NLTS Committee Chair and the NLTS Manager, even though the ExDir has no oversight of NLTS operations.
 - 1.2. Externally, the ExDir will coordinate outreach operations, working closely with the Membership Committee Chair. Potential interactions include:
 - 1.2.1. Community interaction, particularly with LRAC funded ministries (particularly in coordination with the Grant Review Committee Chair).
 - 1.2.2. Providing publicity items of notable LRAC events to local media (particularly in coordination with the Membership/Recruitment Committee Chair).
 - 1.2.3. Outreach to member congregations to explain how LRAC funds are being disbursed, and their impact on the local community (particularly in coordination with the Membership/Recruitment Committee Chair).
 - 1.2.4. Establish and Maintain Strategic Partnerships.

Helping People Who Help People Live Lives of Hope

2. The ExDir will provide operations oversight and administrative direction and support for LRAC. (35%) These include:
 - 2.1. Scheduling Meetings and Events for the LRAC BoD and Executive Committee.
 - 2.2. Track financial management, reviewing monthly financial reports of costs and income with the Treasured and Finance Committee Chair.
 - 2.3. Keep on on-line archive of important LRAC documents to include (but not be limited to) such things as Bylaws, BoD Manual, Meeting Minutes, Financial Reports, Grant Requests, voting records of important LRAC decisions, and any other important correspondence.
 - 2.4. Oversee and update the LRAC website.
 - 2.5. Promote the most recent computer technology within LRAC operations.
 - 2.6. Track volunteer efforts not related to the NLTS, and promote recruitment of volunteers throughout the organization.
 - 2.7. Participate in the hiring and oversight of any non-NLTS paid employees.
3. The ExDir will research, organize and promote additional fund raising activities for LRAC. (30%) These include:
 - 3.1. Finding, producing, and tracking grant requests (particularly in coordination with the Membership/Recruitment Committee Chair).
 - 3.2. Researching opportunities for other fund raising opportunities (particularly in coordination with the Membership/Recruitment Committee Chair).
4. In addition to the above specific duties, the position may entail other duties as assigned relating to emergent and exigent requirements, and general office duties not specifically enumerated.
5. The position requires a 40 hour per week work schedule. Some meetings may be outside of normal working hours, in order to work with congregations and members of the public, or attend other meetings. Some in LRAC office meetings will be required.
6. LRAC will provide a laptop computer. LRAC will not provide a car but will provide mileage reimbursement – not to include normal commuting mileage.
7. Compensation is to be negotiated depending on qualifications of the ultimate hire.
8. Please email resume and references to lrac.pers@gmail.com