



Job Title: Executive Director  
Team: Executive Team  
Classification: Full-Time, Exempt  
Reports To: Executive Board  
Direct Reports: Chief of Staff, Director of Development, Office Manager  
Effective Date: March 2025

## Position Summary

The Executive Director (ED) of Ezekiel Ministries serves as the chief visionary and organizational leader, responsible for executing the mission of mentoring kids from hard places in partnership with local churches in Jesus' name. Reporting to the Executive Board, the ED provides strategic leadership, ensures financial sustainability, and oversees the operations and staff necessary to fulfill the ministry's vision.

## Position Qualifications

Strong personal faith in Jesus Christ and alignment with Ezekiel Ministries' mission and values.  
Proven experience in executive leadership, nonprofit management, or ministry leadership.  
Demonstrated ability to lead teams, cultivate donors, and build partnerships.  
Strong communication and storytelling skills to inspire and engage stakeholders.  
Experience in fundraising, financial oversight, and strategic planning.

## Position Responsibilities

### Organizational Leadership & Vision

- Provide strategic leadership, ensuring alignment with the mission and long-term vision.
- Lead and develop a high-performing team that advances the ministry's goals.
- Serve as the primary spokesperson and chief storyteller, communicating the mission and impact of Ezekiel Ministries to stakeholders.
- Partner with the Executive Board, providing updates, seeking counsel, and ensuring effective governance.

### Executive Team Leadership

- Directly oversee and support the Chief of Staff, Director of Development, and Office Manager.
- Lead the Executive Team (Chief of Staff and Director of Development) in setting priorities, solving challenges, and ensuring operational effectiveness.
- Foster a culture of accountability, teamwork, and spiritual growth within the leadership team and organization.

## **Fundraising & Development**

- Serve as the chief fundraiser, cultivating relationships with major donors, churches, and philanthropic partners.
- Oversee the Director of Development in executing fundraising strategies, including events, grants, and major gifts.
- Maintain and strengthen relationships with key donors to ensure ongoing support and engagement.
- Ensure financial sustainability and stewardship, working with the board on budget oversight and financial planning.

## **Program Oversight & Ministry Impact**

- Ensure the success and growth of mentoring and after-school programs through partnerships with local churches.
- Support and oversee training initiatives to equip churches in mentoring and serving children from hard places.
- Work with staff and partners to evaluate and improve program effectiveness.

## **Church & Community Engagement**

- Develop and maintain strategic partnerships with churches, businesses, and community organizations.
- Represent Ezekiel Ministries in local networks, advocating for Christian mentoring and support for vulnerable children.
- Champion the role of the Church in mentoring and caring for children in need.

*Ezekiel Ministries has reviewed this document to ensure that essential functions and basic duties are included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed necessary. Ezekiel Ministries reserves the right to change this Job Description and/or assign tasks for the employee to perform, as Ezekiel Ministries may deem appropriate.*

*With my signature below, I agree that I have read this document and understand its contents.*

Print Employee Name \_\_\_\_\_

Signature and Date \_\_\_\_\_

**This document does not represent an express or implied contract of employment  
nor does it alter an employee's At-Will status.**

Supervisor's Signature \_\_\_\_\_

Place Signed Copy in Employee's Personnel File