



CLARITY EXECUTIVE DIRECTOR JOB DESCRIPTION

Mission: To compassionately engage educate and inspire our communities with the truth regarding holistic sexual health and the value of human life. Under this mission, our vision is a culture where every human life is valued and celebrated as a gift from God.

General Statement: Clarity's Executive Director is responsible for leading Clarity's daily operations and administrative functions. The Executive Director ensures Clarity is meeting and advancing its ministry and mission objectives. The Executive Director partners with the Clarity Board of Directors to provide overall leadership, vision and strategies for executing Clarity's ministry and mission.

Report to: Board of Directors

Primary Responsibilities and Duties:

Champion Clarity's Mission
Inspire Staff and Volunteers
Create and Maintain a Sustaining Movement

Take Strategic Action
Partner with the Board of Directors
Steward Clarity's Resources

Supervisory Responsibilities

Clarity's Executive Director hires all Clarity employees. Supervise all Clarity staff both directly and indirectly. Build and maintain an executive team with key staff and department leaders. All department directors report directly to the executive director. Communicate regularly, clearly and effectively with all directors and staff. Lead and facilitate monthly staff meetings. Maintain an up-to-date Clarity policies and procedures manual to guide Clarity's daily operations. Consult with outside experts as necessary to effectively supervise all directors and staff.

Candidate Qualifications and Character

Faithfulness	Passion
Leadership	Vision Casting
Management	Resource and Community Building
Strategic Thinking	

Position Type

This is a full-time salaried position. The Executive Director will work standard hours Monday through Friday. Even so, there are times when the Executive Director will need to start early or end late. The position also requires occasional evening and weekend responsibilities. The Board of Directors conducts an annual performance review of the Executive Director.

Education and Experience

- A bachelor or master's degree in Ministry, Business, Organizational Leadership or a related field
- A minimum of two (2) years' experience as an employee or volunteer in a faith-centered ministry or similar organization
- A minimum of two (2) years' experience in an administrative role with direct supervision of paid staff
- A minimum of two (2) years' experience in marketing, fund-raising, public relations and development
- Demonstrated excellence in organizational and managerial skills, ability to take initiative, manage numerous tasks simultaneously, work independently and as part of a team
- Demonstrated strong oral and written communication skills
- A demonstrated commitment to loving God and loving others