

**The Hope Center**  
Hope in the Mountains, Inc.  
410 W Main Street – PO Box 1675  
Sophia, WV 25921

***A Ministry of Hope in the Mountains, Inc.***

<https://hopeinthemountains.com/>

***Our mission is to be an outreach for Jesus Christ in communities where there is need, offering a connection to Christ by offering an environment of hope and practical ways to improve lives.***

*July 19, 2024*

*This is an IMMEDIATE job opening for an:*

Job Description – **Executive Director**

- *Full time, Salaried*
- *Starting pay consistent with education and experience*
- *Benefits: Holidays, PTO, limited flexible schedule*

**General Responsibilities:** Serves as administrator providing oversight of the day-to-day operations of the Hope Center. The Director will be accountable to the Board of Directors of Hope in the Mountains and work under the direction of the Chair of the Board or designee. The Director shall be an Ex-Officio member of the Board without vote on the Board of Directors of Hope in the Mountains.

**General Functions and Duties:**

1. Works in cooperation with the Board to develop the organization’s annual budget, annual action plan and development plan which includes fundraising and grant writing. Provides fundraising records and documentation to the Treasurer, the Finance Chair, and as needed to funding sources.
  - a. Reports to Chair of the Board of Directors when the Board is not in session.
  - b. Manages the financial affairs of the Hope Center and properly reports income and expenditures to the Treasurer and the Finance Chair of the Board.
  - c. Works with the Board in budget setting, grant writing, fund raising, and financial planning. Provides fundraising records and documentation to the Treasurer, the Finance Chair, and as needed to funding sources.
  - d. Works with the Trustee Chair of the Board to properly maintain the Hope Center facility.
  
2. Maintain regular office hours at the Hope Center and be accountable for time spent away from The Hope Center office working on HITM business development.

3. General oversight of programs, financial aspects, and property of Hope in the Mountains with specific emphasis on fundraising and developing streams of income for the work.
  - a. Works with the Board, significant donors, agencies, foundations, church groups and members of the community to develop a long range sustainable financial plan for Hope in the Mountains.
4. Responsible for recruiting and maintaining relationships with “Friends of Hope in the Mountains” and ensure the membership policy remains to be mutually beneficial to both the members and HITM Works with the Board, staff, persons served, and members of the community to develop programs which meet the needs of the community with continuous evaluation of operations considering changing needs.
5. Recommends policies to the Board to carry out programs and operations; implements and administers the policies of the Board.
6. Administration and management of the Hope Center, including scheduling, and supervision of volunteers and staff. Maintains documentation of background checks and Safe Sanctuary training of volunteers and staff. Provide direct supervision to the staff.
7. Coordinates with the Executive Director and staff of the Raleigh County Family Support Center and others, at the direction of the Board, in operations of the Hope Center.
8. Maintains confidentiality of employees, volunteers, donors, and persons served.
9. Maintains and supports the development and maintenance of the Hope Center and all HITM work as safe and welcoming for all persons. Support and maintain the objectives of the Safe Sanctuary programs so that the Hope Center is a welcoming and safe place for all.
10. Develops and sustains working relationships with Town of Sophia government and agencies, local schools, and other community and church agencies and programs.
11. Interprets the program and mission of Hope in the Mountains at every opportunity locally and within the Southern District of the United Methodist Church, covenant partners and others.
12. The Director shall be in compliance with mandating reporting requirements as outlined in WV Code 49-2-803 and HITM’s Child & Vulnerable Adult Safety Policy (Safe Sanctuary compliant), satisfactorily complete periodic back-ground checks and monitor

other employees' and volunteers' compliance and training with these requirements and policies.

13. The Director will participate annually in a review of the activity and performance of the Director for the previous year and participate in setting objectives and goals for the next year for the Director and HITM. The Director position is a salaried position, with benefits. Salary to be established and reviewed periodically by The Board.

14. Other requirements:

- a. Minimum of Bachelor's degree in human services field or equivalent;
- b. Punctual, Dependable: reports to work on time
- c. Must have reliable transportation
- d. Good Communication skills
- e. Computer skills (MS WORD, Excel, e-mail, etc.)
- f. Remain drug free;
- g. Suitable and acceptable appearance; and
- h. Complies with Employee Handbook and Social Media Policy.

Send inquiries or to apply, please send complete resume along with contact information via e-mail to [hopeinthemountains@earthlink.net](mailto:hopeinthemountains@earthlink.net)