



TRUST, Inc.

“an ecumenical coalition of congregations since 1970”

9 W. RUSTIC LODGE AVE, MINNEAPOLIS MN 55419
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TRUST Mission Statement: *TRUST unites and mobilizes congregations and the community to serve and empower our neighbors.* TRUST, Inc. is a nonprofit that has served the needs of south Minneapolis since 1970. We gather our support and volunteers from our nineteen member congregations and the neighborhoods. TRUST has direct service programs like Meals on Wheels and Chore and initiatives and partnerships among congregations and in the community.

TRUST, INC. EXECUTIVE DIRECTOR

QUALIFICATIONS

1. Skills

- The understanding that TRUST and its programs are a ministry to the Minneapolis community.
- Thorough understanding of gifting and granting procedures from government, private and corporate sources
- Strong organizational and time management skills
- Excellent verbal and written communication skills
- Business skills including strategic planning, budget development, and financial and personnel management
- Leadership skills and innovation to explore new directions and programs
- Resourcefulness and creative problem solving ability
- Ability to motivate congregations, staff and volunteers
- Computer skills for program management and budget control.
- Knowledge of community resources helpful
- Ability to work with diverse populations
- Skilled in working with volunteers
- Understanding of denomination/congregational structure and respect for diversity of faith stances
- Past experience working with congregations in an ecumenical setting (preferred)

2. Education and Experience

- Bachelor's Degree or higher
- 5+ years of experience in administration

RESPONSIBILITIES

- Supervision/Administration
 - Prepares annual budget with Finance Committee
 - Attends to all personnel administration including creation of position descriptions, hiring/supervision of staff, setting staff goals and performance evaluations, overseeing payroll, etc.
 - Oversees creation of and interprets monthly financial statements for Board of Directors
 - Coordinates audit/990 development
 - Supervises daily financial activities and purchases
 - Supervises all programs and initiatives
 - Ensures that all operations are in compliance with applicable laws and regulations

- Fundraising
 - Coordinates fundraising activities with Board Development Committee
 - Maintains funding streams while developing additional funding sources
 - Maintains and expands giving from individuals and congregations
 - Drives the writing of grants and submission of proposals and reports

- Outreach
 - Represents TRUST to the congregations and the community
 - Educates prospective clients, potential resources, volunteers and the wider community about TRUST's programs
 - Actively maintains networks with organizations similar to TRUST.
 - Seeks new program/networking opportunities to further TRUST's mission.

- Planning and Development
 - Develops and reviews strategic goals for TRUST and ensures plan implementation
 - Recommends additions or changes in programming to TRUST Board of Directors

HOURS - .75 TIME

SUPERVISION - reports to Board of Directors

Email or mail resume and references to TRUST Search Committee at above address

Deadline: May 4