

Kentucky Council of Churches Executive Director Job Description

The primary tasks of the Executive Director are centered around leading the organization in cooperation with the Board and elected officers, fostering Christian community among members, working with the Justice & Advocacy Commission on public advocacy efforts and ensuring the administrative functions of the Kentucky Council of Churches.

Organizational Leadership

1. Provide guidance in the development of the Annual Assembly.
2. Provide staff support for all of KCC's entities
3. Provide documents for meetings at least one week in advance and at least two weeks in advance for Annual Assembly.
4. Prioritize and identify new and fruitful areas of growth including reorganizing and creation of teams as needed.
5. Provide communication between the member communions and the Board addressing priorities and current events.
6. Represent KCC in the national ecumenical community.

Fostering Christian Community

1. Develop strong personal relationships with judicatory heads.
2. Represent KCC at annual meetings and large gatherings of member denominations.
3. Create opportunities for prayer, fellowship and engagement between denominational members

Public Advocacy

1. Serve as the primary spokesperson for KCC on public advocacy positions approved by KCC.
2. Identify, evaluate and communicate with the Justice & Advocacy Commission items of public concern that should be addressed by KCC.
3. Educate and promote the Christian commitments underlying advocacy efforts to organizational membership based on existing policy positions.
4. Serve as a Legislative Agent (Lobbyist), registered with the Kentucky Legislative Ethics Commission.

Administrative Functions

1. Communicate with the Board Members their responsibility to ensure that committees are fully appointed and actively pursuing their mandates.
2. Receive and answer correspondence.
3. Approve expenditures and review financial reports.
4. Encourage donations to the financial health of KCC.
5. Supervise any other professional staff.

Knowledge, Skills And Abilities Required

The Council's Executive Director will manifest...

1. A spirituality and manner of self-expression conducive to the Council's goals and roles.
2. Knowledge of ecumenism and connectedness to the ecumenical movement in Kentucky, in the US and globally.
3. Competence in working within an organization's policy parameters.
4. Habits of staying familiar with public, religious and social news and trends pertinent to Kentucky and to ecumenism.

The Executive Director is hired by and responsible to the Executive Board who will approve terms of employment, evaluate performance and make decisions about continuing employment.

To apply please send a cover letter and resume to kcc@kycouncilofchurches.org.
References could be requested at a later date.

Compensation

1. Part-time position requiring on the average 20 flexible hours per week starting October 1, 2026
2. Salary range starting at \$35,000 annually based on experience with 8 days paid vacation time
3. Salary to be negotiated