

Life INC Director Job Description

Life INC, a ministry of Love INC of the Black Hills, is an established life skills and mentoring program that partners with area churches and volunteers to serve hundreds of families every year. Life INC gives families the tools they need to thrive by providing a highly relational, Christ-centered, and supportive environment.

We are seeking a strong Christian with significant ministry or related experience to lead Life INC by:

- Providing vision and strategic direction.
- Recruiting, overseeing, and developing Life INC volunteers who carry out the work of the ministry.
- Supervising 1-2 part-time Administrative and Children's Ministry staff.
- Overseeing administrative details related to the Life INC ministry.
- Developing deeper relationships with current partner churches and mobilizing new ones.
- Ensuring program integrity with the Love INC mission, purpose, vision and values.
- Driving strategic initiatives related to transformational ministry across the Black Hills.
- Integrating participant "next steps" across other Love INC programs into the Life INC program.
- Applying excellence in relational ministry approaches to grow program effectiveness.

Reports to: Love INC Executive Director

Responsibilities:

- **Servant Leadership:**
 1. **Personal:** exhibit spiritual maturity, integrity, humility and a commitment to personal transformation in Christ.
 2. **Vision:** provide spiritual leadership and articulate the future for Life INC.
 3. **Team Building:** develop and grow volunteer teams and groups such as: leadership, mentors, teachers, church hosts, student care, children's ministry.
 4. **Participant Support:** ensure a system of relational care for participants from application to graduation and beyond.
 5. **Volunteer Relations:** oversee orientation, support, training, evaluation and appreciation for Life INC volunteers in conjunction with Love INC's volunteer relations strategy. Use personal network to help grow base of volunteers. Empower Christian volunteers to fulfill their calling of service in meaningful ways, including building and empowering leadership.
 6. **Agency and Partner Relations:** Deepen relationships with existing partners and establish new mutually beneficial agency relationships. Maintain a professional relationship with appropriate helping service organizations.
 7. **Church Relations:** Maintain and grow relationships with participating churches. Ensure they understand the impact of and appreciation for their services. Create avenues for new church involvement.
 8. **Host-Church Relations:** Maintain a positive relationship with clear communication between Life INC and host site churches.
- **Ministry oversight and administration**
 1. Supervising 1-2 part-time Administrative and Children's Ministry staff. These people work with you to accomplish many of the responsibilities listed herein.
 2. Lead Transformational Ministry Alignment Team comprised of key staff and volunteers from Rapid City, Hill City, and Sturgis offices.
 3. Oversee launch and refinement of phase-two of the Comprehensive Transformational Ministry (long-term mentoring program).

4. Oversee the day-to-day operations of the Life INC ministry.
 5. Ensure each session of Life INC activities runs smoothly, has adequate volunteer support and church resources.
 6. Empower volunteers to specific ministry responsibilities and develop training opportunities to continually invest in volunteers.
 7. Promote Life INC to the community through media, churches, agencies.
 8. Maintain all printed and online materials as it relates to Life INC. Promotional materials, reports, calendars, etc.
 9. Work with Love INC staff to communicate the successes and needs of Life INC.
- **Increase ministry excellence**
 1. Ensure excellence in all aspects of Life INC ministry with a special emphasis on student care, instructors, spiritual integrity and childcare
 2. Oversee the development, delivery, and quality of all programs, services, and initiatives.
 3. Oversee and enhance monitoring and evaluation of ministry impact through use of existing key performance indicators and other meaningful metrics.
 - **Other duties:**
 1. Represent and grow Love INC in the community and through personal networks.
 2. Coordinate and work with all Love INC staff.
 3. Maintain a good working attitude and environment in the office.
 4. Other related duties as required.

Qualifications and Experience:

- Must have an active and vibrant Christian faith focused on growing in relationship with Jesus Christ. Agreement with the Apostles' Creed. Recognize Old and New Testament as Scripture.
- Active local church participation.
- Discernment in following God's will and experience in providing spiritual leadership.
- Must have experience with and empathy for poor and hurting people.
- Commitment to the Church and its mandate to serve our neighbors in need as an agent of transformation is essential.
- Agreement with Love INC's philosophy of empowering people articulated well in the book *When Helping Hurts*, "Poverty alleviation is the ministry of reconciliation: moving people closer to glorifying God by living in right relationship with God, with self, with others and with the rest of creation ... so that people can fulfill their callings of glorifying God by working and supporting themselves and their families with the fruit of that work."
- Requires a bachelor's degree or equivalent experience in ministry, education, social work, organizational leadership, community development, or related field.

Skills and Abilities

- Love INC exists for churches and volunteers to put their faith to work in transforming lives and our community. Love INC paid staff minister to the churches and volunteers who in turn minister to our participants. This requires patience, flexibility and the heart of an equipper.
- Relational skills to listen, empathize and accept others in a non-judgmental manner and create a safe environment in which they can express varied personal beliefs without compromising Love INC convictions.
- Must be able to keep good records and collect and compile data for quarterly reports.

- Able to influence and teach others.
- Experience supervising and empowering paid staff and volunteers.
- Must be a strong team player and able to work with a variety of people, but also possess the ability to work independently and take initiative.
- Excellent verbal and written communication and interpersonal skills.
- Must be able to handle multiple priorities effectively and under pressure.
- Requires computer skills including working with MS Office.
- Reliable, dependable and punctual.
- Flexible work hours: Life INC typically operates on Tuesday and Thursday evenings; occasionally, churches will host on a different week night. Scheduling trainings and meetings with volunteers may require other adjustments. Life INC currently happens on 50-60 evenings per year in Rapid City. Presence is not required at all locations at all times, but one can expect to work at least 40 evenings per year.
- Collaborate well with the Executive Director in developing the vision and direction of Life INC.

Love INC Mission: To mobilize local churches to transform lives and communities In the Name of Christ.

Love INC Purpose: To walk alongside people on their journey to wholeness through mutual service, friendship, education and prayer.

Love INC Vision: To see people thriving in healthy relationships where they know their value, purpose and place in Christ and in our community.

Love INC Values: Because of God’s love, our organization, our activities and our relationships will demonstrate that:

- You are loved
- You belong
- You have choices
- You have something to offer

Love INC of the Black Hills (www.loveinonline.com) is part of a national movement (www.lovinc.org).

How to apply: Send Resumé, Cover Letter and one-page personal testimony of Christian faith to shawn@love-inc.us or call Shawn at 605-718-5683 for more information.

Pay: Salary starting at \$50,000 depending upon experience and fit. Benefits include vacation, sick leave, paternity/maternity leave, cell phone stipend, and stipend towards health insurance or retirement (employee choice).

Love INC of the Black Hills

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Rapid City, SD 57709

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Life INC Program Director JOB OVERVIEW

What is Love INC of the Black Hills?

Since 2001, Love INC has mobilized area churches to transform lives and communities in the Name of Christ.

What is Life INC?

- Life INC is one ministry of Love INC. It is an established RELATIONAL ministry hosted by area churches and coordinated by Love INC to offer classes, mentoring, children's ministry, incentives to help adults glorify God by living healthy lives so they can support themselves and their families.
- Life INC in Rapid City offers classes in finances, health, life skills, parenting, and more along with children's ministry and financial mentoring. Life INC typically meets on Tuesday and Thursday evenings for eight-week quarters in the fall, winter, and spring seasons. Summer Life INC programming is more variable.
- Life INC is primarily volunteer run. In addition to the Program Director, there is also paid part-time Administrative and Children's Ministry Coordinator(s).

Watch this video: <https://vimeo.com/766131363>

Who is Life INC for?

- **Primary Audience:** People who have income but are living on the edge financially or relationally and support, guidance, and training can increase their long-term stability.
- **Secondary Audience:** Anyone wishing to strengthen their life and relationships especially using Christian principles.

Life INC Status:

Life INC as a transformational ministry has existed for almost 20 years and grown from just one class to a multi-site program offering dozens of classes annually and impacting hundreds of lives in the community. In 2023 alone, Life INC mobilized 15 different area churches and +20 teacher and mentor volunteers. An average of 65 participants plus their children are involved in classes every quarter. In 2023, we launched a pilot of a long-term mentoring program alongside classes which will be moving to phase-two in September 2024.

Ideal Program Director:

- A vibrant and mature Christian Faith.
- A visionary leader who is called by God to do the work of leading this ministry forward.
- Heart for the Church
- Heart for Christians to use their gifts and talents
- Heart for people Battling Poverty and Brokenness
- Heart for other's overall Personal Health and Discipleship
- Heart for Strong Families
- Important skills include leading, inspiring, strategic management, delegating, recruiting, connecting with pastors, counseling.

If you are drawn to this, please send a resume and cover letter to shawn@love-inc.us or call Shawn Hayford at 605-718-5683 to learn more. Pay dependent on experience. Learn more about Love INC at

www.loveinonline.com.