



*Transforming Lives....  
Shaping Generations*

## Assistant Director – PART TIME

Job Description:

### POSITION SUMMARY:

The part time Assistant Director supports the Executive Director by managing daily operations, staff, and programs to meet strategic goals. Key duties include overseeing operational implementation, supporting donor cultivation/fundraising, financial budgeting, and representing the organization. This role requires strong leadership, communication, and organizational skills.

Reports to the Executive Director

### SPECIFIC DUTIES AND RESPONSIBILITIES

- Assists in creating development plans, maintaining donor database, and identifying new funding sources.
- Collaborates with the executive team on long-range planning, budgeting, and financial management.
- Acts on behalf of the director and represents the organization to the public through attending events, as requested. This may be outside normal work hours.
- Assists in oversight of daily operations, ensuring regular compliance, and implements initiatives to achieve goals.
- Communicates policy and/or procedural changes to staff and volunteers.
- Oversees professional service contracts and ensure compliance with agreements.
- Serves as a connection between volunteers and the Board of Directors, maintaining healthy relations and communications.
- Assists in any other function as needed to fulfill the Ministry's mission as directed.

*"I will be a Father  
to you, and you  
shall be My sons  
and daughters,  
says the  
Lord Almighty."  
(2 Cor. 6:18)*

Counseling  
Advocacy  
Support Groups  
Transitional Housing  
Life Skills Training  
Education

### LEADERSHIP:

- Strong Christian leader with an active and dynamic spiritual life.
- Demonstrate strong trust in God as provider of all necessary ministry resources.
- Ability and willingness to share faith with individuals who interface with the ministry.

704-263-4204  
[www.KDMonline.org](http://www.KDMonline.org)

PO Box 476  
Stanley, NC 28164



*Transforming Lives....  
Shaping Generations*

- Strong interpersonal, motivational, leadership, communication, and organizational skills.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional activities.

**ESSENTIAL JOB FUNCTIONS:**

- Work with KDM leaders in the development and implementation of Ministry guidelines and policies.
- Ability to maintain organization of multiple changing schedules.
- Provide on-site crisis counseling, role modeling, and encouragement for Ministry staff, volunteers and program participants.

**QUALIFICATIONS:**

- Demonstrates deep understanding of and commitment to Christ and a passion for seeing KDM target population develop faith in Christ.
- Agree and be willing to uphold the Statement of Faith and Policies of the King's Daughters Ministry.
- Ability to work independently and as part of a cohesive team.
- Ability to remain calm in stressful emotional situations.
- Commitment to respectful, open colleague communications.
- Strong written/verbal communication, proficiency in Microsoft Office/donor databases, and financial management skills (including QuickBooks).
- Desire Associate's degree or higher, some education and experience in psychology, social work, human-services field, or prior supervisory/group home management. Helpful to have a degree and/or experience in women's studies/ministry or related field.
- Prefer grant writing, volunteer/board management, and non-profit experience.
- Required: valid driver's license and acceptable driving record. Able to pass a background check, and periodic drug tests. Be at least 35 years of age, non-smoker/vaper.

*"I will be a Father  
to you, and you  
shall be My sons  
and daughters,  
says the  
Lord Almighty."  
(2 Cor. 6:18)*

**Counseling  
Advocacy  
Support Groups  
Transitional Housing  
Life Skills Training  
Education**

704-263-4204  
www.KDMonline.org

PO Box 476  
Stanley, NC 28164