Summary / Purpose of Position
The Executive Director is the Chief Executive Officer of Bridge Street Mission. Under the leadership of the Board, he is responsible for spiritual leadership, effective organizational functioning, organizational success, the ministry’s culture, and the image of the organization.

Under the Policy Governance model, the job description can be best defined as accomplishing the Board’s mission and program goals as defined in policy 1.0 and complying with all Board defined Executive Limitations in policy section.

Essential Duties and Responsibilities
The Executive Director will be responsible for all staff members of the mission, and through them will ensure that the ministry’s guests receive appropriate services, that programming exists and is effective, and that internal processes and structure, whether carried out by paid staff or volunteers are adequate for the ministry size. The Executive Director has full responsibility for Bridge Street Mission ministry success, solvency and thriving.

Direct Reports are:
- Program Director
- Development
- Accounting

- Spiritual leadership and direction for ministry:
  - Spiritual themes and spiritual education for the staff.
  - Ensuring that communications reflect a proper spiritual message.
  - A strongly evangelical, Christian culture.

- Bridge Street Mission’s primary link to its governing Board supporting:
  - Board agendas.
  - Decision preparation materials.
  - Board supplemental information.
  - Monitoring reports.

- Bridge Street Mission’s public image include:
  - External communications.
  - Resolving program problems with government & outside agencies.
  - The public face at times of media crisis.
• Fundraising and Advancement activities to include:
  o Development department structure.
  o Fundraising personnel/activities.
  o Volunteer program.
  o Spiritual partners.
  o Fundraising for capital needs.

• Enterprise development

The Executive Director will work in close partnership with his direct staff reports:

• Suggesting a big picture strategic direction to the Board.
• Financial health of the organization.
  o Annual budgeting which includes:
    ▪ Fundraising personally and ensuring a strong fundraising program.
    ▪ Balancing budget, based on potential revenue sources.
    ▪ Creating a capital needs list.
  o Ensuring solvency – month by month, quarter by quarter.
• Defining/refining ministry culture.
• Succession planning – Identifying and growing strong internal leaders.

Qualifications

• Education or equivalent experience: Bachelor’s degree in business, theology or social work
• Years of experience: 5 or more years of leadership experience—mercy ministry preferred
• Specialized training required: Fundraising, business and finance. Organizational development, theological and social work training helpful.
• License/Certification: n/a
• Other: A strong, mature Christian committed to discipleship and evangelism, who believes in the core values of Bridge Street Mission and is driven by its mission. Demonstrated ability to both lead and build the capabilities of a faith-based organization. Humility, a servant-leader approach and the ability to delegate are mandatory.
• Soft skills and relational skills are very important, both to create and maintain Bridge Street Mission’s desired culture and to work effective with the complex relationships inside and outside of the organization. This position must be emotionally intelligent, including self-awareness and good empathetic skills.

Religious: (This is required of all staff)

• Be follower of the Lord Jesus Christ expressed through a personal profession of faith and Christian conduct.
• Agree without reservation with the Doctrinal Statement of the ministry.
• Employees be active participants and in good standing with a local Christian church. They must comply with requirements of their church, in areas of conduct not addressed by Bridge Street Mission's expected practices.
• Have a passion for evangelism and the spiritual welfare of all served by the ministry to include: clients, volunteers, customers, contributors, and staff.

• Demonstrate spiritual maturity commensurate with the requirements of your position.

• Christian conduct encompasses the biblical principles of humility, integrity and compassion to guide us to act professionally and ethically at all time. We have all fallen short in our past, but employees are expected to practice Christian conduct while employed by Bridge Street Mission including:
  o Abstain from the use of illegal drugs or the inappropriate use of medication.
  o Abstain from activities or addictions that have a detrimental effect on clients or the reputation of the ministry. According to the teachings of Romans 14:13-23, we are to keep from becoming a stumbling block to those within the ministry who may be apt to addiction. It is important to exercise biblical discretion by restricting your freedom in public to include: use of addictive substances such as alcohol or tobacco, choice of literature, and the choice of entertainment.
  o Relationships, particularly with the opposite sex, are above reproach.
  o Live free of sexual behavior inconsistent with Scripture (free pornographic materials, homosexual conduct, and extra-marital relationships).
  o Respect the sanctity of life from conception until death in God's timing.

Fiscal Year 20___ Monitoring Chart

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<tr>
<th>Policy #</th>
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