**Organization**

The Cookeville Rescue Mission (CRM) is a Christian non-profit organization that has been serving the homeless and those struggling with addiction in the Upper Cumberland Tennessee through emergency and long-term rehabilitation services since 1976. CRM is a partner with local churches to meet the spiritual needs of the people we serve. It is the oldest and largest year-round shelter the Upper Cumberland.

In addition to shelter, food, clothing, and other case management services, CRM offers a Christ-Centered Life Transformation Program, which provides classroom instruction and individual and group therapy sessions. Residents also receive work therapy training that provides valuable work experience that often leads to full-time employment upon graduation from the program.

Today, the mission is the leading provider of homeless services in the Upper Cumberland with bed and shelter space of up to 60 available for men and 30 beds for women and children.

**Summary**

The Director of Program and Ministries (DPM) is responsible to oversee the development and implementation of all services provided through Cookeville Rescue Mission in response to the community needs and in alignment with CRM’s mission, vision, and values. This is a full-time, exempt position located in Cookeville, TN and reports to the CRM Executive Director, and serves on the Executive Team. Compensation is commensurate with skills and experience.

This position will oversee a growing ministry to those experiencing hunger, homelessness, and life controlling issues in the Upper Cumberland. The Director of Program and Ministries will be responsible for planning and goal setting, program organization, budgeting, decision making, personnel recruiting and motivation, training, and ministry development.

The DPM will collaborate with local churches, agencies, school districts, and government boards to affect an integrated program capable of meeting the felt needs within the community, and facilitate and model commitment to the ministry of fund-raising.

**Essential Duties & Responsibilities**

**Ministry**

* Work with the Executive Director to establish strategic and tactical plans for the impact of CRM on the local community as it relates to men, women and children experiencing homelessness, families in poverty, men and women with addictions, and abused women.
* Work with ministry direct reports to develop and refine the vision and spiritual direction for each ministry
* Oversee and develop the CRM ministry in alignment with the Mission’s established purpose, objectives, and community needs.
* Help build the capacity of CRM, and best practices culture through community collaborations and affiliations.
* Interact and network with community, church, agency and educational leaders to affect positive joint outcomes.
* Network with ministries outside of CRM for partnerships and best practices.
* Communicate the established vision and spiritual direction for the ministry to the staff, volunteers, clients, and donors.
* Ensure that all program staff align and work together toward common goals.
* Keep Department Managers/Staff apprised of important people issues, programs, and projects.
* Establish standards and outcome measures for delivery of services in coordination with the Executive Director.
* Strive for continuous improvement and excellence for ministry programs and services by evaluating and implementing best practices both internally and externally.
* Foster and encourage teamwork across ministries and departments.
* Provide a central resource to each ministry area for best ministry practices.
* Maintain a personal “hands-on” connection with the ministry.
* Provide monthly ministry reports for submission to Executive Director.

**Community Support**

* Develop and maintain community support through volunteerism, donor relations, and community partnerships.
* Prioritize efforts for major donor cultivation, development, and care.
	+ Collaborate with the development of donors in strategy and methods for encouraging donor partnerships at all levels.
	+ Provide stories and measures of lives changed through the ministry, and provide feedback for Mission communications and publications.
	+ Assist in the development and execution of community, volunteer and major donor events.
	+ Build relationships with local government and community agencies, and participate in community groups.

**Budgeting/Finance**

* Work with Staff to develop annual ministry plans and budgets, making adjustments as needed and monitoring throughout the year.
* Approve and manage exceptions to budget.
* Manage all financial matters in accordance with CRM policies/financial standards.

**Personnel**

* Conduct and participate in the performance evaluation process for providing feedback on strengths and development needs.
* Maintain a high-level of integrity, camaraderie, and professional relationships with staff.
* Responsible for the development and training of ministry staff.
* Involved in recruiting and selecting all staff positions in the ministry.
* Develop, document, and administer department policies
* Promote CRM Safety Program and ensure compliance, model safe work practices, provide safety training, and recognition for safe behaviors/practices.

**Other Duties & Responsibilities**

* Serve as a member of the CRM Executive Team.
* Participate in other activities, programs, and teams to support the greater purposes of CRM.

**Supervisory Responsibilities**

This position is responsible for all staff and operations, and directly oversees Program Managers as well as other staff positions as organizationally appropriate.

**Qualifications**

* A personal relationship with Jesus Christ and share testimony of that relationship.
* Ability to clearly communicate the Gospel (1 Peter 2:21 and 1 Peter 3:15).
* Desire to serve the Lord through widely varied responsibilities to advance ministry to the homeless and unsaved.
* Must be a self-starter, able to think through a project and make wise decisions.
* Accurately assess the need to refer services to an outside professional.
* A minimum of three years of leadership experience.
* Good standing in a local Evangelical Christian Church with current, consistent attendance and involvement.
* Recovery experience is preferred but not required.
* Experience and understanding of discipleship and mentoring Christ-centered life transformation and recovery programs

**Skills**

* Teachable spirit and committed to team participation.
* Initiator who can work under deadlines.
* Proven leadership abilities: motivation, communication, judgment, coordination, measuring results, and reporting.
* Excellent people skills with demonstrated ability to motivate staff, volunteers, and community leaders.
* Ability to raise funds for ministry - preferably with proven experience.

**Education or Certifications:**

* Must be a high school graduate or have a GED
* Bachelor Degree in a related field

**Working Conditions / Physical Factors:**

* Will predominantly be required to work in an office environment, class and counseling settings.
* May occasionally need to work outdoors and/or after hours for meetings or special events
* Lift at least 50 pounds

**Equipment / Tools Used:**

* Computer – Telephone – Printer/Scanner/Copier

*Cookeville Rescue Mission is a Christian Mission that exists to rescue, rehabilitate, and assimilate the impoverished and destitute of our community through Christ-centered teachings and programs, empowering our clients toward becoming self-sufficient members of society.*

This position requires the signing of a Conflict of Interest Statement and a Confidentiality Statement

***My signature below acknowledges that I have read and understand the job description as described herein. I understand that this job description in not all-inclusive and duties and responsibilities maybe subject to change.***

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**Signature Printed Name Date**