

Job Description



Job Title: Executive Director (ED)
Reports To: Board of Directors
Department: Administration
FLSA Status: Salary Exempt Full-Time

SUMMARY

The Executive Director is responsible for the protection of ministry assets and careful stewardship of those things under Kitsap Rescue Mission's name including being ultimately responsible for the fiscal and operational integrity of the Mission, accountable for such to the Board of Directors. The Executive Director must be a Godly leader who is responsible for the daily operations of the Mission. Provide staff development (including training and management) and strategic leadership, working collaboratively with the Board to establish direction and develop coordinated organizational plans and goals. Organization, flexibility, and outstanding interpersonal communication are key skills of the ED.

ESSENTIAL FUNCTIONS

Leadership & Administration:

- Responsible for facilitating the implementation of the current vision and strategic plan initiatives by developing short term and long term goals.
- Champion excellence and the attainment of goals/outcomes in all ministry departments.
- Oversee the development of the annual operating and capital budgets working closely with designated staff and board members, with a focus on stewardship and donor accountability. Responsible for maintaining a contingency plan and the decision-making during a budgetary shortfall period.
- Provide Godly leadership; conduct and relationships should reflect personal relationship with Jesus and call to ministry.
- Firmly believe in and advance the mission of the Kitsap Rescue Mission (KRM)
- Believe in the value of donor development for this organization and actively participate in increasing donor engagement and support.
- Be devoid of prejudices and be open to serving the homeless with dignity and respect as evidenced in programming and services
- Be a happy person, motivated, who believes in the potential and eternal value of each person
- Be willing to work whatever schedule is needed to accomplish the task.

Programmatic Responsibilities:

- In conjunction with the Director of Services, evaluate, modify and enhance programs and services in order to provide the best possible care for clients while striving towards organizational excellence in alignment with our Mission Statement and service goals.
 - Define measurable program outcomes and design ways to capture and report related data.
- To assure that the spiritual purpose and goals of KRM are met or exceeded in the service and rehabilitation of the Mission guests;
- To assure, as well as possible, that meaningful and effective programs are in place to meet the spiritual, physical and mental needs of all KRM guests so that "...everyone has a stable home and the resources needed to maintain it."

- To evaluate, modify and expand existing and other available programs for the continual purpose of striving for "state-of-the-art" programmatic excellence.

Development and Public Relations:

- Work closely with Director of Development to supervise, strategize, and implement related plans and activities to ensure that revenue generation is adequate to meet the fiscal obligations of the Mission and its subsidiaries.
- Meet with large donors and corporate or foundation executives to make special requests for large gifts to the Mission.
- Develop, participate in, delegate and/or supervise all public relations/media plans and activities.
- Meet with city and other officials as needed to discuss required permits or variances in building project plans.
- Handle media interviews concerning Mission activities and the homeless problem in general.

Community/External Relations:

- Be the "face" of the Mission. Interface regularly with city, state and national representatives, and agencies to increase organizational awareness and standing.
- The community relations and the external relations of all local, State, and Federal and other similar organizations are also the responsibility of the ED and may vary at any given time
- Make public appearances at churches, civic organizations and other groups to promote the Mission.
- Develop and maintain a volunteer recruitment and placement program.
- Assure that the Mission staff, donors, and Board of Directors are kept appropriately informed at all times for factors that affect the safety and well-being of the Mission and its guests.
- Maintain local, city, State, national, and international relationships with other Rescue Missions, churches, and other agencies congruent with the purpose and intent of the Kitsap Rescue Mission.

Organizational Relationships:

- The ED is required to adhere to the directives of the Board of Directors as defined in the Board Policy Manual
- The ED will report to the Board of Directors and will attend all scheduled Board meetings.
- Attend all Board meetings and report regularly about progress toward organizational goals and objectives, financial status of the organization and all other issues of concern.
- The ED Directs all staff, volunteers and guests and determines lines of authority and responsibility as needed for the smooth operation of the Mission and its various outreaches.

Knowledge, Skills, and Abilities Required:

- Must have at least four years of experience in rescue mission work or a related field
- Must understand the operation of a rescue mission and be able to recruit, train and manage volunteers and staff members
- Have an understanding of the needs and the methods of resolving chemical dependencies
- Strong written and verbal communications skills
- Must be detail and deadline oriented, and comfortable managing multiple projects within tight schedules
- Must be self-motivated
- Proficient with MS Office (including Word, Excel, and Outlook).

Personal Attributes and Values:

- Have a personal relationship with the Lord Jesus Christ and a credible testimony to the same
- Must provide a clear Biblical testimony of a personal experience of receiving by faith the Lord Jesus Christ as Savior and give evidence of His presence in daily living
- Be a member in good standing or in regular fellowship with a local Christian church believes that all scripture is God Breathed (II Timothy 3:16)
- Have a heart of compassion and caring toward the homeless and hurting
- Have a deep desire to serve the Lord Jesus Christ in the ministry of life recovery for those coming off the streets out of homelessness and out of addictions of all kinds
- Must subscribe to the Kitsap Rescue Mission's Statement of Faith and By-Laws
- Possesses and demonstrates excellent personal integrity and inspires same in staff
- Demonstrates a courteous and Christ-like manner with guests, volunteers, co-workers, and internal and external partners/agencies

In any position with the Kitsap Rescue Mission, it is impossible to predict the many requests and assignments that can and will be made on an employee. This is the case with this position. Flexibility and a cooperative spirit are crucial characteristics of the person who holds this important position and for the successful operation of the Kitsap Rescue Mission's services.

Requirement: Kitsap Rescue Mission is a 501(c)(3) nonprofit, evangelical Christian Ministry; as such employees must share the Mission's Statement of Faith and Lifestyle, and adhere to the Mission's Employee Policy Manual and other guidelines set forth by the Board of Directors. **This position requires a Conflict of Interest Statement.**