The Nehemiah Project

36 Bridge Street, Petoskey, Michigan

Executive Director

Salary: Full time

Mission: Must have a vision for community outreach and passion for the homeless. To see their lives changed and restored.

Vision: Maintain an attitude of humility and cooperation in keeping with the faith-based ministry’s Christian values and ethics.

Qualifications:

* Must have a personal relationship with Jesus Christ as Savior and Lord and an intimate knowledge and mature walk with Triune God – Father, Son, and Holy Spirit.
* Must have belief in and adherence to the Word of God (Bible) as the foundation for truth in both thinking and behavior.
* Must have a heart for the hurting – especially those that are disadvantaged and may have destructive living/behavior patterns and lifestyles.
* Must have an attitude of submissiveness to appropriate authority.
* Must have the ability to address situations in the lives of the guests, that may comprise the safety and wellbeing of the individual and/or other guests, with Godly wisdom, assertiveness, and grace.
* Must have commitment to confidentiality and preservation of personal rights of guests.
* Must have personal work/ministry ethic of integrity, dedication, commitment, servanthood; coupled with the ability to effectively perform various administrative and supervisory, as well as practical duties to the proper running of the shelter.
* Must hold a valid driver’s license, insurable driver’s record according to The Nehemiah Project insurance carriers, and have reliable transportation to travel for business meetings, community meetings, training events, etc.
* Proficient computer skills needed with standard office management software, such as Microsoft 365, along with the ability to learn other internal software – i.e. donor management system, DonorPerfect, etc.

1. Position Summary

This position has oversight over entire ministry

1. Relation to the Board of Directors
2. Maintains ongoing communication and reporting with the Board and serves as the advisor to the Board regarding matters of procedure, organization, and development. Keep the Board fully informed regarding operations, personnel, fiscal, and other administrative matters.
3. Serves as ex-officio member of all standing Board committees.
4. Attend all Board and Committee meetings and any other meetings of the ministry, as deemed necessary.
5. Management
6. Prepare for and attend Board of Director’s meetings and all Committee meetings.
7. Carry out mission policy; create the same in emergency situations where needed.
8. Recommend to the Board new or significant changes to ministries.
9. Attend skill and spiritual enrichment conferences and seminars that will benefit the mission.
10. Serve as the liaison between volunteers, staff, and Board members.
11. Active involvement in fundraising.
12. Relation to the Men’s House
13. The Director is responsible for all phases of the Men’s’ House, from intake until the departure of all guests. If a guest is taken in at night, the Director shall consult with the innkeeper before admitting.
14. The Director will meet frequently on a “one-on-one” basis with each resident. In this meeting there should be inquiry as to how the guest is progressing; what their needs are and progress in job search. The Director shall help mentor guests when possible.
15. The Director is responsible for the shopping for all three houses and the preparation or coordination of all meals. Occasionally meals will be brought in from outside benefactors or Guests attend community dinners.
16. Make telephone calls to the Men’s’ House at house opening (5PM) and closing (8AM); and /or as necessary. If no innkeeper is scheduled or does not show, the Director shall secure a substitute or assume the innkeeper role.
17. The Director or his designee shall conduct the Tuesday and Thursday evening Bible study with residents of all houses in attendance. The Director will arrange for Bible study teacher and oversee the meeting including praise & worship, prayer requests and praise reports.
18. The Director is responsible for the cleanliness and safe operation of the Men’s’ House.
19. Relation to the Mary-Margaret House
20. The Director of The Nehemiah Project is responsible for the work done at the Mary-Margaret House, providing direction and oversight to the house supervisor.
21. The Director shall work with the Supervisor of the Mary-Margaret House and be aware of each resident from intake until their departure.
22. Challenges with a resident of the Mary-Margaret House should ultimately be resolved with the Director having the final authority.
23. Relation to Grace House
24. The Director of The Nehemiah Project is responsible for the work done at Grace House, providing direction and oversight to the house supervisor.
25. The Director shall work with the Supervisor of Grace House and be aware of each resident from intake until their departure.
26. Challenges with a resident of Grace House should ultimately be resolved with the Director having the final authority.
27. Relation to the Innkeepers
28. The Director will be responsible for the selection and performance of innkeepers of the Men’s’ House and work closely with the Mary-Margaret House Supervisor as to supervision of innkeepers at Mary-Margaret House.
29. The Director shall discuss all guest behavior issues with Innkeepers. No guest is to be dismissed from The Nehemiah Project without input of the Director.
30. Periodically there shall be a meeting held with the innkeepers of both houses.
31. Relation with the Churches and Community
32. The Director shall work to establish relationships with area congregations and help increase awareness of the ministry in the community, to help bring in new volunteers and financial support.
33. The Director shall be “accountable” to the churches, and other donors.
34. The Director shall be the “spokesperson”of The Nehemiah Project to the community. This will include press or media coverage, newsletters, and presence at community events.