



# Yakima Union Gospel Mission Job Description

VP of Community Engagement	Job Purpose
<b>Department:</b> Community Engagement	To lead the Mission team tasked with education & engagement of community supporters in YUGM ministries and outcomes.
<b>Location:</b> 1300 N 1 <sup>st</sup> St Yakima, WA 98901	
<b>Reports to:</b> CEO	
<b>Classification:</b> Exempt, regular full-time	
<b>Salary Grade:</b> E	

## Union Gospel Mission Purpose, Vision, and Value Statement

Our mission is to follow Christ in helping people move from homelessness to wholeness, so that every homeless person in Yakima County has the opportunity for permanent life transformation in Jesus Christ.

All Mission programs and services are based on Christian values and a commitment to quality. Clients are our primary focus; love, professionalism, and outcomes are our core values. Relationships are the context, the engine, and the reward of the change we exist to produce.

## Essential Personal Qualities / Core Values

To perform the job successfully, an individual should demonstrate the following competencies:

**LOVE**

- Improves the reputation of Christ by personal interactions with others.
- Remains relationally available, present, and authentic in all contexts.
- Demonstrates genuine and sacrificial care for the wellbeing of others.
- Pursues God personally, relationally, emotionally, and intellectually.

**PROFESSIONALISM**

- Is consistently at work, meetings, and appointments and on time.
- Meets deadlines and fulfills commitments with thorough follow-through.
- Proactively measures work to ensure learning, improvement, and success.
- Communicates effectively in written form.

**OUTCOMES**

- Constantly pursues growth, learning, and improvement.
- Thinks creatively, strategically, and spiritually.
- Regularly sought by others for input and value.
- Maintains mission-clarity and a godly example under stress.
- Sets a godly example for staff and clients.

## Duties and Responsibilities

### Culture Work

- Establish professional, caring, strengths-based relationships built on truth, respect, encouragement, and trust.
- Maintain a high level of integrity in modeling and promoting the Mission's Christian culture, core values, policies, and procedures.
- Participate in the client-ministry environment as an agent of Christ's Ministry of Reconciliation (2 Cor 5:14-21).

### Shared Work

- Work as a member of the executive leadership team to solve organizational problems and accomplish shared goals in pursuit of strategic priorities.

### Individual Work

- Advise the CEO in all matters that promote community involvement in and support of YUGM outcomes and goals.
- Understand, promote, and further the Mission's chosen strategy of maximizing co-ministry with the local church, speaking, and preaching God's Word in churches as available.
- Recruit, develop, minister to, and lead a highly effective team focused on involving community members into appropriate modes of participation in Mission outcomes & goals.
- Oversee, guide, and support the Mission's community-facing communications across all platforms and channels, and lead YUGM brand development.
- Oversee, guide and support marketing & fund development efforts required for the operation and growth of Mission client programs.
- Oversee, guide and support systems & initiatives for involving volunteers at the maximum depth and breadth that is measurably improving mission outcomes and goals accomplishment, always seeking to further their spiritual and personal growth at least as much as we seek their support.
- Oversee, guide, and support the acquisition and cultivation of donors at all levels, treating every donor engagement as an opportunity to minister to our supporters, pray for their needs, and represent Christ to them in word and deed.
- Ensure the secure, timely, accurate, and effective processing of gifts, donations, and grants to the Mission, taking specific care to ensure fidelity to donor intent and donor-reporting expectations.
- Develop and continuously improve methods to clearly assess Division performance and goal accomplishment, generating documentary reporting that is timely, accurate, and useful to CE as a team, the CEO and Executive Team, and the YUGM Board of Directors.
- Attend as requested or required all YUGM trainings and meetings scheduled by the management team to keep current on any policy changes, new procedures, and other information essential to performing the job.
- Lead prayers, devotions, bible studies, chapel services, etc.
- Other duties as assigned in support of YUGM's mission and values.



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## Reporting and Direct Reports

- Reports to CEO
- Direct Reports: Director of Donor Relations, Director of Marketing and Communications, Director of Volunteer Engagement

## Qualifications

- Bachelor's degree required. CFRE credentials preferred.
- Excellent written and verbal communication skills. Basic Spanish proficiency a plus.
- Proficiency with relevant software and Microsoft Office; including Outlook, Word, Excel, and PowerPoint. Basic computer hardware skills.
- Strong organizational skills, high level of professionalism and the ability to maintain confidentiality required.
- Ability to work independently under the pressure of deadlines, interruptions and changing priorities while maintaining a strong attention to detail. Reliable, resourceful, flexible.
- Demonstrated personal and work ethic reflecting YUGM's Core Values of Love, Professionalism and Outcomes.

## Working Conditions

- The primary duties of this position are performed in a well-lighted, temperature-controlled environment. The noise level in the environment is usually moderate.

## Physical Requirements

- Sit and review information on a computer screen or on paper for extended periods
- See and hear
- Speak English clearly and fluently
- Travel from one location to another
- Walk, climb, balance and stoop, reach with hands and arms, use hands to finger, handle or feel.
- Lift up to 40 lbs

<b>Staff Signature:</b>	
<b>Print Staff Name:</b>	
<b>Supervisor Signature:</b>	
<b>Print Supervisor Name:</b>	
<b>Date:</b>	