



Executive Director – Men’s Residence Center

Division: Men’s Residence Center
Department: Executive Leadership
Reports To: President / CEO
Salary Range: \$66,500/yearly
Classification: Full-Time / Exempt

Purpose of Position:

The Executive Director of the Men’s Residence Center is a member of the ERM’s Executive Leadership team. The Executive Director is responsible for the leadership, direction, and organization of the entire Men’s Residence Center. The MRC is a multifaceted operation requiring knowledge of homelessness in the community.

The Executive Director shall responsibly plan, organize, develop, coordinate, and direct all aspects of the Men’s Residence Center in accordance with all applicable laws, rules, standards, guidelines, and regulations. The Executive Director is responsible for making daily operating decisions and executing tasks by providing direct supervision and support. The Executive Director must effectively coordinate division efforts with other Division Directors, stakeholders, grant monitors and research analysts in order to carry out the mission of the Evansville Rescue Mission. The Executive Director performs other functions as designated by the President / Chief Executive Officer of the Evansville Rescue Mission. The Executive Director understands, adheres to, and enforces the policies and procedures of the Evansville Rescue Mission.

Specific Position Responsibilities:

- 1.) Responsible for the development, implementation, and administration of the Men’s Residence Center’s policies and procedures based on sound management practices and guidelines.
- 2.) Develops procedures, programs and policies to assure efficient and implement new procedures in the division.
- 3.) Establish annual goals consistent with the Strategic Plan, utilizing evidence based practices and monitor the adherence and progress of each goal.
- 4.) Work closely with the President / CEO and other divisional leaders preparing and submitting complete budget and human resource plans, and maintaining appropriate controls.
- 5.) Work closely with Human Resources to create the most effective, efficient work environment possible.



- 6.) Provides quality service that continuously improves, meets or exceeds public expectations, and ensures all are treated with courtesy, dignity and respect.
- 7.) Represent the Men's Residence Center.
- 8.) Develop an organizational structure for the office to ensure expeditious and effective handling of investigations, reports, supervision of residence, and other matters.
- 9.) Ensures that established organizational structure and individual roles are respected and maintained within the ministry, or are altered as needed when in the best interests of the ministry.
- 10.) Promotes and maintains conditions that encourage staff loyalty, enthusiasm, and morale; ensures organizational and individual compliance with Equal Employment Opportunity and ERM philosophies and practices, and with the established ethical code of conduct.
- 11.) Ensures that communications and the flow of information within the division are maintained in a consistent and open manner; confers regularly with immediate staff, conducts periodic management meetings, and conducts periodic general staff meetings or provides timely and accurate informational bulletins to staff members as appropriate.
- 12.) Provides for the systematic evaluation and audit of administrative and technical operations to ensure the quality of services meets organization standards.
- 13.) Monitors program and operation implementation, development, and evaluation.
- 14.) Provides guidance in the development and preparation of submissions for new programs and procedures.
- 15.) Performs other tasks and work as assigned and/or required by the President / CEO.



Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers and phones.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. While performing the duties of this job, the employee is regularly required to talk and hear. This position requires the ability to occasionally lift office products and supplies, up to 20 pounds.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

A two or four year college degree is required for this position. Supervisory experience is preferred.

Language Skills

Excellent communication skills required. Ability to communicate clearly and effectively with individuals and groups. Ability to read, write and analyze receipts as well as properly complete end of the day operations reports.



DISCLOSURE:

The Evansville Rescue Mission promotes a drug/alcohol free work environment through the use of random drug screening.

It should be understood that this job description has been developed as an outline of basic responsibilities. Additional duties may be assigned from time to time as deemed appropriate and/or necessary.

Mission Statement

We exist to glorify God by meeting the basic needs of those we serve and by sharing with them the life-changing message that "Jesus Saves."

Vision Statement

To see every man, woman, and child we serve equipped to be productive citizens who enjoy lasting success in Christ.

Employee Signature

Human Resources Department

Employee Printed Name

Date - ____/____/____