Director, San Fernando Valley Rescue Mission
Northridge, CA

Organization
The Rescue Mission Alliance (RMA) is a Christian non-profit organization that has been serving the less fortunate in Southern California through emergency and long-term rehabilitation services since 1972. RMA partners with local churches to meet the spiritual needs of the people we serve. The San Fernando Valley Rescue Mission (SFVRM), established in 1998, is a vital part of RMA with a 90-bed facility for homeless families, a street outreach program, and men’s addiction recovery program.

Summary
The Director of the San Fernando Valley Rescue Mission (SFVM) is responsible to oversee the development and implementation of all services provided through this ministry location in response to the community needs and in alignment with RMA’s mission, vision, and values. This is a full-time, exempt position located in Northridge, CA, and reports to the Regional Vice President of Ministries. Compensation is commensurate with skills and experience, and includes benefits.

The Director will oversee a growing ministry to the hungry, homeless, and addicted, including a 90 bed family shelter, men’s residential Life Recovery Program and street outreaches. The Director will be responsible for planning and goal setting, program organization, budgeting, decision making, personnel recruiting and motivation, training, and ministry development.

The Director 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 Regional VP of Ministries and the Advisory Board to establish strategic and tactical plans for the implementation of RMA’s outreach into the local community as it relates to homeless men, women and children, to families in poverty, men and women with addiction problems, and abused women.
- Oversee and develop the SFVRM ministry in alignment with Rescue Mission Alliance’s (RMA) purpose and objectives and community needs.
- Communicate vision and spiritual direction for the ministry to the staff, volunteers, clients, and donors.
- Manage and coordinate efforts of the SFVRM ensuring that all staff are aligned and working together toward common goals.
- Interact and network with community, church, agency and educational leaders to affect positive joint outcomes.
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Ministry (cont’d)
- Keep Department Managers/Staff apprised of important people issues, programs, and projects.
- Foster and encourage teamwork across ministries and departments.
- Provide monthly ministry reports to Regional VP of Ministries.
- Maintain a personal “hands-on” connection with the ministry.
- Strive for continuous improvement and excellence for ministry programs and services by evaluating and implementing best practices both internally and externally.
- Maintain a purposeful connection between SFVRM and thrift operations, including work therapy and vocational training, volunteerism, and community awareness.

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 Department in strategy and methods for encouraging donor partnerships at all levels.
- Provide Donor Development with stories and measures of lives changed through the ministry, and provide feedback for Mission communications and publications.
- Develop and execute community, volunteer and major donor events.
- Build relationships with local government and community agencies, and participate in community groups.

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 RMA Safety Program and ensure compliance, model safe work practices, provide safety training, and recognition for safe behaviors/practices.

Budgeting/Finance
- Develop an annual ministry plan and budget, making adjustments as needed and monitoring throughout the year.
- Approve and manage expenses relative to budget.
- Manage all financial matters in accordance with RMA policies/financial standards.
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Other Duties & Responsibilities
- Serve as a member of the Directors team in impacting overall operations at RMA
- Participate in other activities, programs/teams to support the greater purposes of RMA

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

Qualifications
- A Bible based Christian faith compatible with RMA’s Statement of Faith manifesting the fruit of the Spirit (Gal. 5:22-23) and an active member of an Evangelical church.
- Bachelor’s degree or equivalent experience in a related field
- Bible School/Seminary degree or equivalent experience.
- 5 years of management and supervisory experience.
- Experience in directing the operations of a rescue mission or urban ministry.
- Valid CA driver’s license and insurable under RMA.

Skills
- Must be committed to serving God and the body of Christ.
- Genuine burden to have people come to Christ and to have their needs alleviated.
- Sincere desire to be a "Servant Leader" in everyday situations.
- Must have compatible theology with RMA core values and Statement of Faith.
- Must have a teachable spirit and be committed to team participation.
- Must be an initiator who can work under deadlines.
- Must have proven leadership abilities: motivation, communication, judgment, coordination, measuring results, and reporting.
- Excellent people skills; with demonstrated ability to motivate staff, pastors, and community leaders.
- Ability to raise funds for ministry - preferably with proven experience.

Software
PC knowledge including Excel, Word, PowerPoint, etc.

Physical Demands
This position requires extended times of work in an office environment in meetings and working at a desk and computer. In addition, the hands-on nature of the position at times may lend itself to moving boxes of food, clothing, and set-up/tear down of special events, such as tables, chairs, etc. Able to lift up to 30 lbs.

Equipment

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- Basic office equipment, such as computers, copiers, and printers.
- Cars and light trucks.

Work Environment
This position will function to a large degree in an office environment. As a part of normal duties this position will also be in facilities with an at-risk population where errant behavior and disease may be present, as well as commercial settings where medium duty equipment may be in use, such as forklifts and bailers. Appropriate safety considerations will be required to avoid illness or injury.

Acknowledgement
I have reviewed this job description with my supervisor and understand the requirements for the position and what is expected from me (please check one of the following boxes and sign below).

☐ I am able to perform the duties described in this job description without any special accommodations.

☐ I am able to perform the duties described in this job description with the following accommodations:

_______________________________________________________________________
_______________________________________________________________________

☐ I am not able to perform the duties described in this job description.

Employee Signature: __________________________ Date: ____________________