

*Mission Director Job Description*

**Position Title:** The Mission Director

**Reports to:** SRM Executive Director

**Starting Salary:** $35,000-$42,000

**Status:**  Full-time

**FLSA Status:** Exempt

**Benefits:**  Health Insurance, Simple Retirement Plan, Paid Vacation, Sick & Holiday

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

## *Generally Requires 15% Community Interaction and Fundraising, 25% Administration and*

## *60% implementation of The Missions Programs*

* Answers to SRM’s Executive Director as a member of SRM’s Leadership Team, successfully collaborating for the betterment of SRM.
* Manages the operation of The Mission, it’s staff, programs, processes and goals and overall vision
* Develops Christian Disciples through teaching, preaching, mentoring and interaction with residents and staff
* Adheres to The Missions portion of SRM’s Annual Operating Budget, seeking appropriate approval for expenditures and accurately reporting needs and costs
* Collaborates with SRM’s Executive Director to create new initiatives, programs and policies that strengthen and improve The Missions overall objectives including the New Life Foundations Program and Homeless Ministries.
* Seek appropriate approval for changes in fundamental policies and practices prior to implementation
* Builds and maintains an atmosphere of unity and teamwork with staff, volunteers, residents, and neighbors.
* Meet with churches, businesses and corporations, businesses to develop partnerships for expansion of The Mission programs and/or donor cultivation.
* Solicit public and private speaking engagements to further the work of The Mission and SRM.
* Insures that the ministry at The Mission is built upon a safe healing culture of grace, truth, compassion, and love, operating with a teaching environment based on healthy relationships between staff and guests, with a grace based model.

**SUPERVISORY RESPONSIBILITIES**

* Supervise Mission Coordinators and members of The Mission leadership
* Mediate conflicts between staff and guest residents with support from or referral to the Executive Director when needed

**EDUCATION AND/OR EXPERIENCE**

* Bachelor’s degree in a related field or equivalent years of job experience.
* General or advanced knowledge in the fields of counseling, social work and/or pastoral care
* Experience working with addictions, mental illness, and individuals experiencing homelessness for any reason.
* Experience in administration, program or business management
* Experience in employee management and supervision
* Prefer experience working alongside and/or in support of the homeless or socially, financially disadvantaged individuals

**REQUIRED KNOWLEDGE, SKILLS, ABILITIES**

* Able to connect Christ to the everyday world we live in with integrity, love and grace.
* Able to oversee and manage The Missions finances, people and programs
* Organized self-starter with decision making and problem solving abilities
* Excellent Interpersonal Relationship Skills
* Ability to collaborate with Christian Churches whether denominational or non-denominational.
* Gifted in public speaking, teaching and interpersonal relationship skills; organization and leadership skills
* Able to find compassion for the “least of these” no matter their station in life or past experiences
* Above all must be personal, flexible and a Born again Christian.

**SPIRITUAL AND PHYSICAL REQUIREMENTS**

*Employees of Sunshine Rescue Mission choose to participate in our Grace Based environment:*

* By role modeling Christ-like attributes and values through personal actions, words, and attitudes.
* Maintain a safe, transparent and healing environment that is based on Grace, Truth and Love, and encourages trust and authenticity without fear.
* Embracing the accountability process that leads to self-evaluation personally and for guest and students outlined in the intake packets.
* Teaching and mentoring students and guests in every opportunity by using biblical precepts.
* Building healthy and compassionate relationships while establishing healthy and safe boundaries.
* Maintaining a personal lifestyle of integrity, honesty and responsibility.
* Praying with guests/residents, students and staff.
* Agreeing in principle and practice with the Statement of Vision, Mission and Values of Sunshine Rescue Mission, Inc.
* This is a physically active, demanding position that often requires working long hours and some weekends.

***Sunshine Rescue Mission, Inc. is an equal opportunity employer. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.***

***For further questions visit our website at*** [***www.srm-hc.org***](http://www.srm-hc.org)***.***

***Feel free to contact our Executive Director at 928-774-3512 or kknapp@srm-hc.org.***

**Return Application and/or Resume to:**

***SRM Executive Director***

***Sunshine Rescue Mission, Inc.***

***PO Box 426, Flagstaff, AZ 86001***

***or email to kknapp@srm-hc.org***