



## The Union Mission Job Description

*Dedicated to serving God by serving the most vulnerable people in the community; the poor and homeless.*

**POSITION:** Sr. Director of Programs      **DEPARTMENT:** Programs/Ops      **DATE:** 7/2023

**RESPONSIBLE TO:** Executive Director      **STATUS:** Exempt      **BFOQ:** Religion

**SUMMARY:** Provide direction and leadership to the programs and associated support operations of The Union Mission to establish and achieve outcomes and goals in fulfillment of The Union Mission's Mission Statement, Vision, and Core Values. Stay current and informed as to the needs of the poor, homeless, mentally ill, needy, and addicted and facilitate the provision of appropriate programming or services to meet needs. Direct Reports include: Men's Ministry Director, Women's Ministry Director, Director of Program Support Operations, and Wellness Director. Responsible for departmental staff, programs, content, processes, and activities. Establish and/or sustain quality, comprehensive programming within a Christ-honoring environment. Proactively cultivate relationships within the greater community to foster support and collaboration benefitting The Union Mission and those we serve.

### **DUTIES & RESPONSIBILITIES:**

1. As a member of Executive Team, uphold, promote, and encourage, in word and deed, desired organizational culture and core values; purposefully seek to establish and maintain a culture that affirms and advances The Union Mission's Core Values:
  - a. **GLORIFY GOD:** Reflect Christ in all of our actions and share the Gospel with each person we serve.
  - b. **INTEGRITY:** Deliver services to the poor and homeless with the highest level of integrity by investing in their emotional, physical, and spiritual development.
  - c. **STEWARDSHIP:** Be good stewards of our time, talents, and the resources entrusted to us by providing the utmost care at the lowest cost.
  - d. **RESTORATION:** Be a testament to the community of how it cares for the least of its citizens.
2. Participate in timely and accurate reporting according to The Union Mission needs and expectations: keep Executive Team informed and demonstrate commitment to open communication in an effort to fully participate in organizational stewardship, problem-solving, decision making, and strategic planning.
3. Collaborate with Executive Team and program staff to define goals, objectives, and best practices for all programs, insuring programming is in accordance with assessed needs of client population and in alignment with The Union Mission purpose. Determine time frames, program limitations and requirements, staffing needs, and processes to achieve specified goals and objectives.
4. Ensure timely program statistics are tracked, accurate, and reported.
5. Staff all programs: responsible to initiate and oversee hiring, training, evaluating, disciplining, promotion, and dismissal.
6. Directly lead and manage department managers and other direct reports, providing coaching, support, feedback, and accountability consistent with biblical guidelines, to attain goals and standards and provide optimal service. Encourage and provide opportunities for staff development.
7. Identify strategic opportunities to improve quality and scope of programming, secure maximum related financial support in coordination with Director of Development and increase resources available for programs and/or to grow program outreach.
8. Collaborate with Director of Development to facilitate grant compliance.
9. Cultivate and maintain strong community relationships, community responsiveness, and community partnerships. Interface as appropriate to collaborate with Development Department to ensure and facilitate intended and consistent messaging/communications. Inclusive of but not limited to: local governmental agencies, law enforcement, community neighbors, nonprofits, healthcare organizations, and faith-based entities. Represent The Union Mission at community meetings or delegate as appropriate.
10. Handle and respond to community requests for program information either directly or through delegation.
11. Work with CFO on annual Programs/Operations budget. Periodically review departmental budget with direct reports to facilitate good stewardship and accountability.
12. Prepare reports for Board Meetings and participate accordingly.

## QUALIFICATIONS:

- Mature Christian, with a heart of compassion who is committed to and passionate about sharing the life-changing gospel and building disciples of Jesus Christ in an urban setting.
- Ability and interest in providing Biblical counsel and guidance to staff and clients.
- Strong Christ-centered and visionary leadership abilities. Able to lead a team while managing multiple departments and create/sustain a work environment that models Eph. 4:12.
- Excellent team-builder and leader, able to grow and develop staff to enhance strengths individually and as a team.
- Well-vested and experienced in strategic program design, program management, customer and community care, crisis management and counsel. Proven ability to create, innovate, implement, and operate effective programming.
- Able to effectively interface and establish relationships within the community to create opportunities for The Union Mission, our residents/guests and our graduates.
- Must be trustworthy, conscientious, and accountable.
- Level-headed, purposeful in reactions, proactive problem solver. Gathers all information before making decisions and makes decisions accordingly that are sound and in alignment with The Union Mission purpose and core values.
- Wise and adept at managing budgets and resources within a stewardship mindset.
- Excellent interpersonal skills, adept at building relationships with individuals and groups of people with a very wide diversity of demographic and cultural characteristics. Strong written, verbal, written and interpersonal communication skills.
- Good discernment with regard to people and situations, exercise patience, wisdom, and accountability.
- Able to maintain “big picture” perspective and continue to move self and staff toward that.
- Knowledge of drug and alcohol, mental illness, homeless and poverty issues strongly desired.
- Computer literate, proficient in Word, Excel, internet and email.
- Possess a valid drivers license with a driving record acceptable to insurance carrier.
- Able to successfully pass background clearances.

## WORKING CONDITIONS/PHYSICAL FACTORS:

*Occasionally = 1%-33%; Frequently = 34%-66%; Continuously = 67%-100%*

- Position requires walking throughout campus and climbing stairs on a regular basis throughout the day.
- Driving to various community functions and meetings; travel occasionally in the greater regional area and beyond.
- Hear, speak, and see – continuously
- Visual and mental acuity - frequently

## EDUCATION/EXPERIENCE:

- Bible/Seminary training preferred, demonstrated spiritual maturity required
- Bachelor’s Degree in a related field *required*, Master’s Degree in a related field *preferred*
- Certification in drug/alcohol counseling *preferred*
- Ten (10) to fifteen (15) years related experience and/or training or equivalent combination of education and experience in several of the administrative areas and at the highest level of an organization.

## Requirement:

The Union Mission is a privately funded 501 (c)3 non-profit, evangelical Christian ministry. Our designated purpose is religious and we are a Christ-centered ministry which is dedicated to sharing the Gospel and helping the homeless and impoverished. We consider every position to be essential in the fulfillment of our ministry. As such, each employee must have a personal relationship with Jesus Christ as their personal Savior and Lord. All employees must:

- Be able and willing to share the Gospel and participate in the ministry activities of The Union Mission;
- Subscribe to The Union Mission Doctrinal Statement and Qualifications for Employment upon hire and continuously while employed;
- Endeavor, in good faith, to fulfill the purpose and Mission of The Union Mission;
- Adhere to The Union Mission Employee Handbook.

***My signature below acknowledges that I have read and understand the job description as described herein and that I can fulfill this position including but not limited to the Physical Requirements/Working Conditions (with or without accommodation) unless otherwise noted. I understand that this job description is not all-inclusive and that employment with The Union Mission is always at-will.***

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Signature

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Printed Name

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Date