

Executive Director / Program Director

Job Description (2018)

General Description:

The Executive Director supports Night Ministry's mission of providing compassionate, non-judgmental pastoral care, care of the soul, counseling, referrals and crisis intervention every night of the year between the hours of 10:00 pm and 4:00 am.

This is a part-time, 3/4-time or full-time position, with varying hours as needed. Salary and Benefits are determined by the Night Ministry Governing Board.

The Executive Director may be a member of the ordained clergy, in good standing within their Denomination / Faith tradition, and will report directly to the Night Ministry Governing Board and/or Night Minister.

Specific Duties and responsibilities:

Funding and Development:

- Manage, maintain and nurture income sources to support an annual budget of \$400,000.
- Identify, write and manage all grant processes and applications.
- Oversee our donor data base.

Publicity and Communication:

- Oversee the preparation of all promotional materials, including brochures, videos, etc.
- Oversee and complete all regular mailings (newsletters, New Year card, etc.)
- Oversee Night Ministry's website
- Provide interviews with members of the press.
- Participate in media events.
- Oversee all electronic media, networking and social media sites.
- Provide displays and promotions at various diocesan, synodical or conference gatherings and/or public events

Administration:

- Provide a written report monthly to the Night Ministry Governing Board.
- Attend Governing Board meetings.
- Participate in and support the working committees of the Governing Board.
- Recruit members for the Governing and Advisory Boards.
- Assist in the preparation of the annual budget and tax returns.
- Oversee the payments of all bills.
- Prepare statistical reports, including annual report.
- Engage in appropriate correspondence, including all donor 'thank you' letters.
- Oversee payroll operations
- Oversee the maintenance of all records, archives and files.
- Oversee the Daytime Volunteer Corps.
- Work closely with other staff and contracted positions.
- Work with host congregation regarding office, meeting and event space.
- Manage all office equipment including maintenance.
- Develop and maintain a system of internal control.

Support Night Ministers

- Provide selected daytime follow-up with clients / parishioners, including but not limited to phone calls, visits, court appearances and referrals as needed.

Support Other Staff and Programs of Night Ministry:

- Recruit, hire, fire, train, schedule and supervise staff and contract workers, (except Night Ministers).
- Schedule and facilitate quarterly staff meetings for entire staff, including Night Ministers.
- Maintain personnel files.
- Support Coordinator of Crisis Line Counselors and volunteers.
- Support the Open Cathedral Pastor, staff and programs.
- Support our Clinical Pastoral Education Supervisor and students including working with ACPE to maintain accreditation.
- Take a leadership role in planning and presenting the annual memorial for the homeless dead

Seek Community Support and Outreach:

- Oversee and empower Night Ministry's Speakers Bureau.
- Collaborate with area agencies and organizations that support our work and provide additional services to our target population.
- Act as a consultant to various religious and civic organizations.

Additionally:

- Provide support for various fundraising events, such as Fall Gala, Spring Concert and Cabaret, and others.
- Other tasks as needed.

Additional qualifications:

Experience in Development

Familiarity with not-for-profit organizations

Excellent Communication skills

Ability to self-motivate as well as work with a team

Attention to detail, accuracy and organized