

WASHINGTON STREET MISSION

Position Title: Executive Director

Status: Salary

Reports to: Board of Directors

Basic Functions

The Executive Director will oversee the spiritual and operational activities and programs of the Washington Street Mission. The Executive director implements the Board rules, manages the Mission finances, protects the tax exempt status of the Mission, maintains accurate records of Mission activities, assumes responsibility for the maintenance of Mission, premises and property, and supervises the staff and overall operations.

Specific Position Responsibilities

- **Oversee all staff members**
 - Coordinate staff schedules
 - Work on staff development (i.e. training, recovery/counseling, spiritual retreats, etc.)
 - Approve vacation time/days off
 - Monthly staff dialogues
 - Annual staff reviews
 - Recruit and interview for new positions and make recommendations to the board for employment

- **Build relationships with our guests**
 - Discover underlying issues
 - Connect them with proper resources (e.g. Mental Health, counseling, Community organizations)
 - Align them with mission program offerings (e.g. Celebrate Recovery, Gospel Services, Career Center, etc.)

- **Board development and meetings**
 - Meet with and recruit potential board members (recommended by the board, churches, etc.)

- Meet regularly with the executive team (i.e. monthly or bi-monthly)
- Meet regularly with board members individually
- Work with executive team on quarterly board meeting agenda
 - Provide statistics and interpretations
 - Quarterly staff report
 - Update strategic plan
- Plan an annual board retreat

- Network with other agencies and community organizations
 - Mental health
 - Counseling centers
 - Food pantries
 - Detox centers
 - Addiction recovery programs
 - Churches

- Promote the mission in the community
 - Network with churches and other supporters
 - Regularly update the community through social media and email
 - Speak to groups (e.g. Churches, Masons, Rotary, etc.)
 - Raise funds to maintain giving-to-budget ratio
 - Write appeals to our mailing list, at least:
 - Easter
 - Thanksgiving
 - Christmas

- Develop and implement an updated vision for the Mission
 - Work with staff and board members
 - Create a strategic plan to implement the vision
 - Review the plan quarterly with the board
 - Update and revise the plan annually

- Finance responsibilities
 - Oversee and manage financial matters
 - Budget development
 - Signing checks and bank documents
 - Review monthly statistics and note trends

- Other responsibilities as assigned by the Board of Directors

