

WESLEY FREEDOM UNITED METHODIST CHURCH

JOB DESCRIPTION

Job Title: Director of Hope Rising Resource Center

General Summary: The director of Hope Rising Resource Center is a servant leader who is passionate about connecting our neighbors with relationships and resources for abundant health. The director serves alongside the Board of Directors in aligning activity to vision and securing funding. The Director establishes relationships with community agencies, equips volunteers, and supervises part time staff who together create a network of care. The Director welcomes clients and connects them with resources.

Qualifications

1. Excellent interpersonal skills. Ability to serve all people with hospitality, compassion, and confidentiality.
2. Proven ability to form and lead a cohesive mission-driven team. Experience leading volunteers preferred.
3. Excellent communication skills including public speaking.
4. Eagerness to support the goals of Hope Rising, Wesley Freedom Church Council, Senior Pastor, and staff.
5. An authentic faith in Jesus Christ and eagerness to share Christ through witness and compassionate service. A familiarity with and willingness to support the doctrines of the United Methodist Church. Membership at Wesley Freedom UMC, willingness to journey towards membership, or membership in another UMC or Conference.
6. Bachelors Degree
7. Ability to attend to administrative and financial details. Experience or training in grant writing and/or fundraising preferred.

Essential Duties and Functions

Connect People

1. Connect clients with meaningful resources and relationships which contribute to their journey towards health. (Intake Coordinator)
2. Connect those from the congregation and community who are eager to serve with meaningful, gift and passion-based opportunities for ongoing service. (Volunteer Coordinator)
3. Connect Hope Rising and the Wesley Freedom Congregation.
4. Establish and nurture collaborative relationships and partnerships with other agencies, churches, and non-profits to expand services available and develop a referral network.

Leadership and Leadership Development

1. Work with the Board of Directors to develop Long Range Strategic plans and annual goals. Work with all stakeholders to continually align the work with the vision.
2. Encourage, Equip, mentor, and support leaders and servants in the development of volunteer teams to carry out the work of Hope Rising.

3. Supervise and support part time Hope Rising Staff persons.

Direct Services/ Programing

1. Greet clients who are seeking services with compassion and connect them to resources through Hope Rising or the larger network.
2. Work with the board to identify needs and gaps in resources and work with Hope Rising volunteers, staff, or partners to develop and implement resources which address needs within our community.
3. Support Monthly Education Events, Recovery Services, and Healing Services.
4. Provide support for and facilitate collaboration between mission partners housed at Wesley Freedom (South Carroll Food Pantry, Feed My Sheep, etc.).

Administration and Growth

1. Develop and oversee yearly fiscal budget to accomplish the mission.
2. Assist in the writing and administration of grants in collaboration with the Board of Directors and meet grant reporting requirements.
3. Work with the Board of Directors to develop fundraising strategies and initiatives
4. Act as Public Relations and Marketing person communicating the mission and purpose of HHRC
5. Participate in opportunities for personal spiritual and ministry growth
6. Promote and uphold the WFUMC Safe Sanctuary Policy
7. Perform other duties as requested by the Pastor or Hope Rising board

Position Status: This is a 30-hour a week, FLSA-non-exempt position.

Compensation:

- \$37,000-\$39,000 annual based on qualifications. Incentive bonus available based on diversified funding sources being secured.
- 3% Retirement Benefits added after 12 months of employment
- Workman's Compensation insurance paid by employer
- 3 weeks paid vacation, 30 hours PTO, and holidays

Position Review: This position will be reviewed annually by the Leadership Development Team. The Director is supervised by the Senior Pastor through a quarterly review process.