

Director of Charis Ministry Partners job description

Charis Ministry Partners, a public non-profit organization that fills critical gaps in social assistance in the city of Sioux Falls through its partner programs. The Food to You Mobile Food Pantry, Necessities for Neighbors and Healthy Rides transportation ministry. The Director channels the resources, gifts, and energy of partner congregations to this common purpose.

Since Charis Ministry Partners is a collaboration between partner congregations to provide several different ministries, the Director provides critical oversight. The Director shall oversee the individual ministries of Charis Ministry Partners, coordinate messaging, provide fundraising and development for Charis Ministry Partners and its ministries and communicate its vision and accomplishments to its partners and collaborators.

Employee category

Contract

Hours and Compensation

20 hours per month, with possibility of expansion with successful fundraising, \$20 per hour, \$100 for Thursday distribution and possible other terms

Reports the Charis Ministry Partners Board

Tasks and Responsibilities

Direction of other Staff and Volunteers

The Director shall supervise the Coordinator for the Food to You Mobile Food Pantry and any other program staff added in the future. The Director shall facilitate teamwork between the efforts of the Coordinator for the Food to You Mobile Food Pantry, the Healthy Rides project coordinator and the Necessities for Neighbors site supervisors.

Expectations of the Director

- Manage multiple budgets
- Balance and prioritize the needs of individual ministry programs and the organization as a whole
- Fundraise for the ministry
- Communicate to Partner Congregations and organize their efforts
- Provide leadership to the Board of Directors
- Develop an autonomous presence on the internet and social media
- Written, oral, and digital communication skills
- Ensure an adequate supply chain for goods utilized in Charis Ministry programs

Tasks and Responsibilities

Develop

Charis Ministry Partners could scale up its services tenfold--but for Charis Ministry Partners to grow the Director must continue to seek funding sources, support, and

commitments from local congregations and other collaborative partners across the community. The Director shall validate the good work of established partners; encourage lapsed or less-active partners to re-energize their commitment to the ministry; and seek new partnerships throughout the community. Historically, sponsoring congregations have been restricted to congregations of the Evangelical Lutheran Church of America (ELCA). The Director should nurture these historical partnerships through congregation visits, thank-you's and one-on-one conversations, with an eye for both securing financial commitments and gifts of time, talent, and treasure. The Director may also seek partnerships wherever best facilitates the mission of Charis Ministries, including non-ELCA congregations and community collaborations and partnerships, such as the recent partnership with the Helpline Center Network of Care or Sammons Financial Group. This includes fundraising, thanking established Partner Congregations, other collaborative partners and building the network of Charis Ministry Partners.

Communicate

Charis Ministry Partners currently encompasses three ministries across 13 Partner Congregations. As a result, the Director must unify the messaging of ministries to Partner Congregations and other collaborative partners across the community while raising name-recognition for Charis Ministry Partners as the umbrella organization. The Director shall maintain contact with all Partner Congregations and other collaborative partners across the community about the recent successes and current needs of Charis Ministry Partner programs. The Director shall also coordinate the messaging and outreach of Ministry Directors as they seek to satisfy the needs of their individual ministries. This includes written communication, coordinating a social media/web presence, telling the story to partners and celebrating the ministry's good work.

Budget

Charis Ministry Partners receives revenue from several sources while managing purchasing, supplies, and insurance for everything from toilet paper to automobiles. The Director will manage budgets, provide annual progress toward financial goals and project future budgets based on current revenues and expenses. This includes responsible stewardship and decision-making with the gifts given by Partner Congregations and other collaborative partners, strategic decision-making given current resources and effectively communicating current needs to Partner Congregations.

Lead

The Director oversees effective volunteer management, oversees program supervisors, reports to board members, and attends service events. Charis Ministry Partner board meetings are critical for the Director to show leadership and accountability to the Board and for the Director to hold Partner Congregations accountable to their commitments. As such, the Director shall attend monthly board meetings, prepare board reports, prepare the annual report and continually seek the involvement of board members. This includes building a collaborative spirit, maintaining transparency and building relationships.

A Well-Qualified Candidate

- Will possess a keen mind for organization
- Will fortify existing programs and know when to expand, effectively pacing growth with capacity
- Can cast a vision that will unify Partner Congregations and energize their constituents
- Can envision a ministry that expands beyond historical sponsorship of ELCA congregations to include other congregation sponsorships, community collaborations, and partnerships
- Will seek out sources of funding and eagerly share the vision of Charis Ministry Partners with prospective partners
- May even provide future growth in the Director position through effective fundraising
- May negotiate deals with suppliers and nurture supply chains to maximize the organization's purchasing power
- Will evaluate the ongoing work of each independent Charis Ministry while seeking opportunities to share systems, resources, training, and collaboration wherever it helps maximize the efficiency of the organization as a whole.