

Blue Water Area Rescue Mission

Job Description

Position Title	Executive Director
Effective Date	03/01/2024
Status	Exempt Employee

Reporting Relationships:

The Executive Director reports to the Board of Directors.

All volunteers and staff report directly or indirectly to the Executive Director.

Position Profile

The Blue Water Area Rescue Mission is seeking a leader who has a genuine commitment to helping and hospitality ministry. The Executive Director (ED) is the key management leader of the Blue Water Area Rescue Mission (BWARM) and will set the strategy and vision for the ministry. The ED is responsible for overseeing the administration, programs, and strategic planning of the organization to ensure clarity of and alignment with the purpose, mission, and values. Other key duties include fundraising, marketing, community engagement and program management. The ideal candidate will be an executive level professional who is a self-starter and has the ability to set and execute a vision for a sustainable 24/7/365 ministry.

Essential Functions

- Provide leadership, along with the Board of Directors, to develop a long-term funding strategy, including the acquisition and cultivation of monthly donors.
- Implement strategic planning, aligning with the mission and vision of the ministry, ensuring BWARM guests receive high-quality services.
- Prepare and manage BWARM's annual budget and ensure that it is a financially viable and sustainable organization with the resources to meet current and projected program growth.
- Ensure that BWARM follows sound financial practices, maintaining official records and documents, ensuring compliance with federal, state, and local regulations, as well as those required by funding sources.
- Build a high-performing team of volunteers and paid staff to oversee the daily operations of the ministry.
- Participate in identifying and cultivating corporate, individual and foundation sponsors.
- Cultivate relationships with local media; provide oversight for BWARM's presence in the social media.
- Reach out to the community to present BWARM's vision and services through public presentations and by attending relevant community meetings and gatherings.
- Develop and work with the Board, ensuring that Board committees and efforts are well-organized.
- Inform the Board regularly of internal organization matters, including relevant staffing, funding and program success and priorities.

- Demonstrate content expertise related to developments and trends regarding homelessness at the regional, state and national levels.

Qualifications

Must provide a clear biblical testimony of a personal experience of receiving, by faith, the Lord Jesus Christ as Savior and give evidence of His presence in daily living (Romans 6:13; Ephesians 4:20-32; Philippians 1:9-11, 3:7-11).

- Actively seek the unity of believers.
- Christian maturity and a member in good standing of a Christ-centered church.
- Display compassion for hurting people, regardless of the person's background.

Education and experience

- BA required; Master's degree preferred
- Three to five years of leadership experience in a relevant arena; management experience is required

Skills and Abilities

- Highly organized and detail oriented with a strong aptitude in prioritizing and accomplishing time-sensitive tasks.
- Self-starter with ability to anticipate tasks.
- Excellent verbal and written communication skills.
- Must be able to maintain a high level of confidentiality
- Position will require some travel to other facilities and/or special events.
- Must be able to work flexible hours to support services for special projects or events that are held in the evening or on the weekend.
- Demonstrated knowledge and mastery in all MS Office applications (Word, Excel, PowerPoint), Outlook and Google applications, Smartphone technology, and other applicable technology.

Physical

- Sitting or standing for long periods of time to perform job functions
- Occasionally lift and move objects weighing up to 40 pounds
- Valid driver's license and ability to drive

Application Process

Interested candidates should email or mail a resume and cover letter to:

Email: info@bwarm.net

Mail:

Hiring Committee
Blue Water Area Rescue Mission
1920 24th Street
Port Huron, MI 48060