



Job Title: Site Director

Date: June 24, 2019

Hours: Regular office hours with some flexibility in scheduling, approximately 8:30am-5:30pm Monday-Friday and rotating on-call for crisis intervention or weekend backup.

Summary: The Site Director is responsible for conveying the vision, mission, core values, goals and general policies of Hope Harbor. The Site Director serves as the chief administrator of the site having local oversight and promoting spiritual vitality. The Site Director is the local spokesperson for Hope Harbor and primary fund developer for the site. Responsibilities of this position include:

Public Relations and Donor Development/Care Responsibilities:

- Serve as the public relations spokesperson for the ministry including fundraising events, speaking engagements, press releases, public service announcements, and organizational correspondence via letters, e-mails, etc.
- Recruit and develop new donors to ensure local financial obligations are met
- Ensure accurate records of donors are kept in Donor Perfect
- Apply Donor Centered Fundraising principles to recognize and retain donors
- Ensure tax deductible receipt letters are sent to all donors
- Coordinate, plan, and implement events with local subcommittee and/or Advisory Board

Fiscal Responsibilities:

- Develop and implement a yearly funding plan to ensure adequate funds are available
- Submit budget recommendations to the Advisory Board and Executive Director for approval by Gov Board
- Maintain sound financial practices working within the approved budget
- Deposit checks and submit bills in a timely manner

Administrative Responsibilities:

- Maintain employee files and all other official records and documents and ensure compliance with federal, state, and local regulations
- Ensure that the Advisory Board and Executive Director are kept informed on the condition of the organization with a minimum of a monthly report
- Work with Leadership Team to ensure that facility, equipment, supplies, meals, etc. are adequate to meet the programmatic, nutritional, and safety needs of the ministry
- Meet monthly with the chair of the Advisory Board to plan the agenda for the upcoming meeting
- Submit yearly SMART Goals to the Executive Director at each performance review
- Submit Annual Site Report to the Advisory Board and the Executive Director

Personnel Responsibilities:

- Be responsible for the recruitment, onboarding, training, evaluation and release of staff and volunteers
- Ensure that all staff completes the training requirements set forth by the governing agency of that state as well as the training needed to meet the challenges facing teens
- Identify Direct Care Staff needs including scheduling, time off, reviews, and disciplinary action in coordination with the Site Director
- Develop a staffing plan that meets the emotional and safety needs of the residents as well as the wellbeing of the staff, including developing monthly work schedules

- Meet regularly with Leadership Team to address ministry needs and recommendations
- Meet individually with Leadership Team to set SMART Goals and review quarterly

Spiritual Vitality Responsibilities:

- Attend chapel periodically
- Promote spiritual growth activities for staff and residents

Programming Oversight Responsibilities:

- Participate in and facilitate client interviews and intakes
- Maintain consistent communication during program with parents, and schedule a meeting with parents at six-month mark of program
- Plan opportunities to engage with residents on a regular basis
- Keep involved and informed of individual resident programs
- Assist with resident discipline and provide parental notification of serious discipline
- Work with Leadership Team to plan Set Sail Celebrations
- Assist in crisis intervention and debriefing, in coordination with Leadership Team

Other Responsibilities:

- Set SMART Goals and review with Executive Director on a Quarterly basis
- Attend Resident Review, Staff Training and Leadership Team meetings, Quarterly Reviews and Transition meetings, prayer with staff and/or intercessory prayer team and annual Staff Retreat
- Coordinate house and vehicle maintenance for the site
- Use individual gifts and specialized training to promote Hope Harbor and be a resource in the community
- Maintain Network Attached Storage (NAS) Server
- Other as needs arise or are assigned

Skills:

Participant/Family focused	Collaborative
Organized	Attention to detail
Honest	Integrity
Empathetic	Able to multitask/work with diverse groups
Dependability	Strong written/oral communication
Creative	Strong leadership
Passionate	

Required Qualifications:

1. At least 21 years of age
2. Pass a Background Check
3. Passion for working with teens and families in a nonprofit setting

Preferred Qualifications:

1. Strong Christian faith and value system
2. Bachelor’s Degree in Human Services, Public Relations, Ministerial, Management, Business Administration, or other related field
3. Fundraising experience
4. 2 years of management or leadership experience