

# Executive Director of The Jimmie Hale Mission

Position: Executive Director

Classification: Full-time (Exempt)

Supervisor: Board of Directors

## Position Summary:

The Jimmie Hale Mission (The Downtown Jimmie Hale Mission, Inc.) is a Christian, 501(c)(3) non-profit organization, of ministries that include the Shepura Men's Center, Jessie's Place, Stewart Learning Centers, Royal Pines Center and three retail properties with a multi-million-dollar operating budget, 6 facilities and 75 employees.

The Executive Director manages and supervises the activities of its staff and volunteers to accomplish the goals and objectives of The Jimmie Hale Mission. The position reports to the Board of Directors and has overall strategic and operational responsibilities for all the nonprofit's staff, programs, expansion, and execution of its mission.

## Responsibilities

The primary duties of the Executive Director include the following:

- Provide leadership and direction in the administration of Jimmie Hale Mission's specific operations and program objectives in cooperation with the leadership team in a Christ-centered environment.
- Ensure ongoing local programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems, recommend timelines and resources needed to achieve the strategic goals established by the Board of Directors.
- Oversee various ministries, lead meetings with staff, respond to decision items for staff, monitor progress toward objectives, set goals and provide a resource for challenges, direct and develop senior staff, ensure the integrity of staff, programs, and financial stewardship.
- Serve as the face of Jimmie Hale Mission, including local media appearances, commercials, speaking at church and community events, attending chamber luncheons and community meetings to further expand the Mission's impact and deepen and refine all aspects of external communication including web presence, media relations, and strengthen JHM's brand.
- Develop, maintain, and support a strong Board of Directors, serve as ex-officio of each committee, seek and build Board involvement, lead and coach, develop and retain JHM senior management team, staff and volunteers.

- Work alongside Director of Development to set goals and strategies for current and new donor relationships, expand local revenue sources, generate fundraising activities to support existing program operations and explore future opportunities for growth.
- Develop and recommend new strategies and business opportunities to enhance growth and stability of the organization and establish and maintain mutually beneficial relationships with the staff and other constituents of local churches, schools, businesses, like-minded community groups, and other ministries and nonprofits.
- Understand client and community needs through regular interaction with staff and community, explore opportunities to expand the Jimmie Hale Mission's outreach programs to service the homeless' needs, develop opportunities to overcome the challenges associated with homelessness, and ensure drug and alcohol recovery programs are current with today's trends and laws.
- Perform related duties as assigned.

### **Other Skills Needed**

- 10+ years of leadership experience working within a non-profit ministry, mission organization, corporation, or small business.
- Bachelor's degree required; advanced degree preferred.
- Rescue Mission experience or prior experience working with the homeless on either a professional or volunteer basis is preferred.
- Biblical knowledge and a track record of ministry involvement.
- Demonstrated experience in fundraising with proven results.
- Ability to lead an organization as a team to fulfill board policies, set and drive goals and measure ongoing achievement.
- Solid communication skills, written and verbal, to include public speaking, media interaction, and public engagement.
- Must possess qualities of Integrity, Courage, Commitment, Compassion, Humility, Passion, and a Ministry-Mindset.
- Professional demeanor , ability to effectively work with a diverse group of people.

### **Moral Obligations**

Executive Director shall act at all times with due regard to the Mission's standards of conduct, morals and policies. If Executive Director shall have committed or does commit any act,

- or if Executive Director shall have conducted or does conduct themselves in a manner which shall be an offense involving moral turpitude under federal, state or local laws,
- or which might tend to bring Executive Director to public disrepute, contempt, scandal or ridicule,
- or which may embarrass, offend, insult or denigrate individuals or groups,

- or that may shock, insult or offend the community or the Mission's workforce or public morals or decency or prejudice the Mission,
- or which results in or is likely to result in actual or threatened claims against the Mission,
- or which, in the Mission Board of Directors' sole discretion, otherwise may tend to reflect unfavorably upon the Mission,

the Mission shall have the right to terminate Executive Director's Employment for cause upon notice to Executive Director given at any time following the date on which the commission of such act, or such conduct, shall have become known to the Mission.

## **Requirements**

The Executive Director will have an advanced degree with at least 10 years of leadership experience; track record of effectively leading and growing an organization. Strong marketing, public relations, and fundraising experience with ability to engage a wide range of stakeholders and diverse cultures. Experience working with Boards of Directors. Excellent communication skills and the ability to establish and maintain rapport required. Executive Director must live in the Birmingham metro area as long as they are the Executive Director of the Jimmie Hale Mission.