



Executive Director Position Description

Overview of the position

Urban Mission Ministries was founded in 1959. Originally known as the Mill Men’s Hostel, this ministry served as an outreach to Wheeling–Pittsburgh Steel workers until the 1970s when the mills began to close. As the community entered a period of severe economic decline, Urban Mission Ministries was established through a partnership with the United Methodist Church and local ministry leaders, to provide a safety net for individuals and families in need of assistance, support, and spiritual care.

Since its founding, the Urban Mission has stayed true to its original mission – *to listen with compassion, and serve with love*, no matter the need. Driven by the belief that every person is made in the image of God, and is a person of value, full of purpose and possibility, the Urban Mission has devoted itself to creating spaces and opportunities where people can experience healing, restoration and transformation, all in the context of a supportive community.

In recent years, the Urban Mission has experienced unprecedented growth in both its ministry scope and scale. Even the need for services by the community has increased as well. At the same time, the Urban Mission is soon to break ground on a community hub that will consolidate several ministries of the Urban Mission into one building.

The Urban Mission seeks a dynamic and experienced director to lead the organization’s multi-faceted ministries into a new chapter as we prepare a new facility and ministry hub.

The ideal candidate will partner with the Board of Directors to develop and execute a vision for the next chapter of the Urban Mission, building on our past achievements and leading us to expand on our original vision to meet the immediate needs of the community, while addressing the deeper issues associate with poverty – in all its forms.

Responsibilities

Leadership Responsibilities:

- **Faithful Confidence:** Lead with unwavering faith in the Lord's promises for Urban Mission Ministries and the individuals we serve.
- **Discernment:** Apply discernment to make the right decisions for the right reasons, guided by wisdom and integrity.
- **Storytelling:** Leverage the power of storytelling to inspire and engage all ministry stakeholders—staff, board members, volunteers, donors, and partners. Encourage a collective commitment to a lifestyle of service.
- **Belonging:** Foster a genuine sense of belonging for everyone connected with the Urban Mission, ensuring that our ministry remains hospitable, diverse, equitable, and inclusive.
- **Modeling Leadership:** Exemplify the leadership qualities you wish to see in others by prioritizing self-care, clear boundaries, and overall well-being.

Board Partnership Responsibilities:

- **Build and Nurture Relationships:** Develop and maintain a genuine partnership with the Board of Directors, founded on mutual respect and trust.
- **Provide Resources and Training:** Equip the Board with the necessary resources, information, and training to effectively fulfill their responsibilities and serve as ambassadors for the Urban Mission.
- **Engage in Governance:** Collaborate actively with the Governance Committee to identify and recruit prospective board members who possess the skills, attributes, and lived experiences needed to enhance the board's effectiveness and partnership.

Vision & Strategy Responsibilities:

- **Collaborative Visioning:** Partner with the Board of Directors and Urban Mission staff to craft a compelling vision for the future that energizes stakeholders and donors, helping to secure the necessary resources—both human and financial—to support our mission.
- **Strategic Alignment:** Ensure that our mission and core values are seamlessly integrated into a strategic plan that provides a clear direction and serves as a guiding compass towards achieving our vision.
- **Goal Setting and Accountability:** Develop annual plans with specific goals, benchmarks, and objectives. These plans will act as a roadmap, incorporating accountability measures to ensure progress and alignment with our strategic direction.

Management Responsibilities:

- **Team Leadership and Development:** Recruit, lead, and retain a skilled and diverse team of board members, staff, and volunteers who are committed to the mission and equipped to succeed in their roles.
- **Decision-Making Processes:** Implement effective decision-making processes at all levels to ensure that diverse voices are heard and that both short-term and long-term goals are achieved.
- **Fiscal Responsibility:** Maintain a strong fiscal foundation for the organization. Ensure that relevant parties are well-informed about the financial status and communicate financial information in a clear and accessible manner.

Impact Responsibilities:

- **Community & Programs Insight:** Gain a comprehensive understanding of the communities we serve, as well as the programs and ministries offered by Urban Mission Ministries.
- **Program Evaluation:** Implement and maintain effective systems for evaluating programs. Regularly assess each program to ensure it meets community needs, aligns with our mission, and supports our long-term plans.
- **Innovation:** Foster a spirit of innovation within our programs. Explore and pilot new ideas that could enhance or expand existing initiatives, aiming to maximize their impact and effectiveness.

Growing Resources Responsibilities:

- **Relationship Development:** Develop strategies to nurture and strengthen relationships with donors, volunteers, and partners, recognizing the relational nature of Urban Mission's work.
- **Fundraising Leadership:** Act as the chief fundraiser for the organization. Set the overall fundraising strategy and collaborate with staff, board members, and volunteers to identify prospects and secure financial support.
- **Grant Writing:** Take on the role of grant writer, working closely with cross-ministry teams to identify opportunities and craft compelling grant proposals.

Our ideal candidate will personify the core values of Urban Mission Ministries and offer both visionary leadership and strategic insight through the following qualities and skills:

- **Deep Faith and Trust:** A growing relationship with Christ and unwavering faith in God's promises.
- **Passion for Mission:** Genuine enthusiasm for and belief in the Urban Mission's vision and purpose.
- **Alignment with Values:** A clear understanding of the Urban Mission's values and the ability to convey these principles in everyday interactions.
- **Humble Confidence:** A demeanor that reflects both confidence and humility.
- **Effective Communicator:** Skillful in storytelling and communication.
- **Empathetic Engagement:** Capable of meeting people where they are, fostering meaningful dialogue.
- **Intentional Leadership:** Purposeful and strategic in leading and managing.
- **Cultural and Emotional Sensitivity:** Culturally responsive and emotionally intelligent.
- **Commitment to Inclusion:** Dedicated to advancing diversity, equity, and inclusion.
- **Compassionate Response:** Demonstrates empathy and compassion, particularly during crises.
- **Digital Proficiency:** Savvy with digital tools and excited about their potential.
- **Growth-Oriented Mindset:** Open to learning, adapting, and fostering growth.
- **Courageous Truth-Telling:** Willing to speak the truth with compassion.
- **Joyful Leadership:** Embraces leadership as a fulfilling and joyful responsibility.

Compensation and Benefits:

- Salary: Starting salary \$62,000 or commensurate with experience. Salary can also be structured in part as a housing stipend for qualified clergy.
- Retirement, healthcare and life insurance packages available
- Cell Phone & Computer provided
- Mileage Reimbursement
- Continuing Education
- Paid Time Off: 187.4 hours annually for PTO/vacation, Sick Leave: 37.5 hours annually for medical needs, Holidays: 11 paid holidays plus an extended Christmas break
- Flexible Working Hours: 37.5 hours per week

About the Urban Mission

Our Vision: The Urban Mission seeks to be a catalyst for change in our community by sharing God's promises in tangible and visionary ways. We want our community to see that it is full of abundance, purpose, and possibility.

Our Mission: The Urban Mission is an ecumenical Christian social service agency (located in Steubenville, OH) that serves to be a concrete witness of the love of God by:

- Utilizing barriers and, and other essential services as a tool to build trust, eliminate barriers, and bring healing and restoration for individuals and families.
- Providing opportunities for transformation through service, education, and hands-on training for people in need of a fresh start.
- Collaborating on community and economic initiatives to bring transformational change.

We exist to create spaces, conditions, and opportunities where people can experience **healing, restoration, and transformation**, all within a supportive community.