

Portland Rescue Mission

Manager of Shepherd's Door



Job Description

Department: Women and Children's Ministry **Work Location:** Shepherd's Door
Reports to: Director of Ministry

Employment Status

- | | | |
|---|---|--|
| <input checked="" type="checkbox"/> Full Time | <input checked="" type="checkbox"/> Regular | <input type="checkbox"/> Non-exempt |
| <input type="checkbox"/> Part Time | <input type="checkbox"/> Temporary | <input checked="" type="checkbox"/> Exempt |
| <input type="checkbox"/> On Call | | |

Effective Date: 07.15.10 **Typical Hours Required:** Monday - Friday.
Evenings and weekends as required.

General Description of Work

The Manager of Shepherd's Door is responsible for leading the women's New Life ministry and the Children's Center, both of which are housed at the Shepherd's Door facility, have a staff of approximately 30, and comprise a budget of approximately \$1M. These ministries serve homeless and addicted women (capacity of 40) and their children (capacity of 45). The program length is approximately one year and the primary emphases are addictions recovery, spiritual formation and life skills development which includes financial, legal, health, vocational, educational and parenting training.

Responsibilities include management of all aspects of delivery of services and collaboration with:

- Partnership ministry to build partnerships with churches and other volunteers that serve at Shepherd's Door (SD)
- Vocational ministry to provide robust job readiness training for New Life residents and leadership and career training for participants in the GRAD ministry – a one-year internship program for which New Life graduates are eligible
- Men's New Life ministry leadership to plan, implement, evaluate and modify ministry practices to match the vision and culture of PRM

Essential Functions

- Provide ministry excellence by effectively managing the staff leadership at SD in:

- Delivering addictions recovery, spiritual formation and life skills programming and improving the integration and balance of these ministry components
- Collaborating with Partnership ministry in developing a volunteer-centric approach to ministry that will propel the local Church into a fuller and welcoming ministry at Shepherd's Door
- Collaborating with Vocational ministry in developing effective job readiness training for residents and interns
- Collaborating with Men's New Life ministry staff in creating, documenting and following best practices procedures for each ministry area
- Developing goals, outcomes metrics and reporting processes for each ministry area
- Continually improving ministry practices to ensure excellence in each ministry area, primarily evidenced by increasing positive impact in the lives of the people served and those serving
- Enrich a Christ-centered ministry culture exemplary of the PRM Statement of Culture by leading and equipping the staff and volunteers at SD by:
 - Diligent practicing of the disciplines of the faith thereby modeling intentional commitment to spiritual vitality
 - Providing ongoing training in spiritual growth
 - Continually building and nurturing healing community behaviors among the residents, staff and volunteers at Shepherd's Door
- Provide the Director of Ministry with strategic input regarding budget, ministry growth, staffing and personnel development, program effectiveness and resources
- Communicate the women's New Life and Children's Center ministries to the public, donors, staff and volunteers -- this may involve speaking at various internal trainings, media venues, churches, civic groups and other settings as needed
- Deliver direct ministry to the residents of Shepherd's Door according to your areas of gifting (e.g. teaching, worship, counseling, etc.)

Knowledge, Skills, and Abilities

- College degree in related field
- Strong management skills and experience
- Excellent collaborative leader with team building skills
- Good strategic thinking, planning and organizational abilities
- Demonstrated experience and advanced understanding and knowledge in discipleship ministry

- Ability to develop budgets and manage expenses
- Strong verbal and written communication skills including excellent ability to articulate program, vision and purpose of ministry
- Self starter
- Prompt and thorough in job performance
- Ability to lift at least 50 lbs

Personal Attributes & Values

- A personal relationship with Jesus Christ as Savior and a testimony of continued growth in faith
- Spiritual maturity as defined by traditional biblical standards
- Adheres to PRM's Statement of Faith and Code of Ethics
- Relational by nature, with a gracious manner toward others
- Desire to serve God in ministry to hurting women and children
- Passionate about ministering life transformation
- Possesses and demonstrates excellent integrity
- Composed and professional

Equipment Used

- Telephone, fax and voice mail
- Computer
- Copier and related office equipment

Other Duties as Assigned

In this and any position with Portland Rescue Mission, it is impossible to predict the many requests and assignments that can and will be made on an employee. Flexibility and a cooperate spirit are crucial characteristics of the person who holds this important position and for the successful operation of Portland Rescue Mission services.

Mission Statement

We share the Word of God and demonstrate the love of Christ to transform the lives of homeless and addicted people.