



JOB DESCRIPTION

Job Title: Vice President of Programs	Department: Programs	Location: 200 Macdonald Ave.
Reports To: CEO	FLSA Status / Salary Grade: Exempt	Date : 2020
Full-time <input checked="" type="checkbox"/>	Part-time <input type="checkbox"/>	Seasonal/Temporary <input type="checkbox"/>

Summary of Position:

A strong team leader to ensure that those who come to Bay Area Rescue Mission for assistance and care receive the utmost of love, compassion, and assistance in alignment with why we exist. Build and sustain strong ministry, direct-service teams to effectively and measurably come alongside of those we serve to share and model the transformational hope and restoration offered through Christ Jesus. Ensure that our Statement of Purpose is fulfilled daily, *"To share the Gospel of Jesus Christ with the homeless and needy and empower them to change their world."* Draw together client related departments of the Bay Area Rescue Mission to a cohesive unit in accordance with our mission, vision and purpose statements. As a VP, be conscientious and intentional as an ambassador for Christ and Bay Area Rescue Mission.

Essential Functions:

- ❖ As a member of senior leadership, uphold, promote, and encourage, in word and deed, desired organizational culture and values; purposefully seek to establish and maintain a culture that is based on grace and affirms and advances BARM's vision and purpose.
- ❖ Participate in timely and accurate reporting according to Bay Area Rescue Mission's needs and expectations; keep senior leadership informed and demonstrate commitment to open communication in an effort to fully participate in organizational stewardship, problem-solving, decision making, and strategic planning.
- ❖ Collaborate with Program Managers to define goals, objectives, and best practices for all programs, insuring grant compliance and organizational alignment as appropriate. Determine time frames, program limitations and requirements, staffing needs, and processes to achieve specified goals and objectives.
- ❖ Encourage and provide opportunities for staff development.
- ❖ Develop budget with Program Managers for departmental areas, making recommendations to the VP of Finance & Ops; manage budget accordingly; authorize all purchase orders and ensure budget compliance within programs.
- ❖ Responsible to initiate and participate in hiring, training, evaluating, disciplining, promotion, and dismissal. Work collaboratively with CEO, Sr. Director of HR and respective Program Managers in this regard.
- ❖ Directly lead and manage department staff, providing coaching, support, feedback, and accountability consistent with biblical guidelines, to attain goals and standards and provide optimal service.
- ❖ Facilitate open and complete communications both up and down, interdepartmentally.
- ❖ Departments include:
 - Men's Ministries
 - Center for Women & Children
 - Transition/Aftercare
 - Program Support Services: Food Service & Warehouse
- ❖ Confer with program staff to outline work plan and to assign duties, responsibilities, and scope of authority.
- ❖ Review and complete monthly, quarterly, 6-month, and year end reports for all departments.
- ❖ Insure programming is in accordance with assessed needs of client population and in alignment with BARM purpose and vision.
- ❖ Insure timely program statistics are tracked and accurate.
- ❖ Represent BARM at community meetings as a public speaker when requested and approved. Establish and maintain collaborative partnerships within the community (or delegate as appropriate) to benefit BARM and our clients.
- ❖ Handle and respond to community requests for program information either directly or through delegation.

Knowledge, Skills, and Abilities Required:

- ❖ Ability and interest in providing biblical counsel and guidance to staff and clients.
- ❖ Strong leadership abilities, able to coach, equip, and develop individuals and lead a team while managing multiple departments and in creating a work environment that models grace and redemption.
- ❖ Must be trustworthy, conscientious, and accountable.
- ❖ Proven ability to create, implement, and operate effective programming.
- ❖ Level-headed, purposeful in reactions, proactive problem solver. Gathers all information before making decisions and makes decisions accordingly that are sound and in alignment with BARM philosophies and purpose.
- ❖ Wise and adept at managing budgets and resources.

- ❖ Excellent interpersonal skills, adept at building relationships with individuals and groups of people with a very wide diversity of demographic and cultural characteristics.
- ❖ Good discernment with regard to people and situations, exercise patience, wisdom, and accountability within an environment of grace.
- ❖ Able to maintain “big picture” perspective and continue to move self and staff toward that.
- ❖ Strong written and verbal communication skills.
- ❖ Knowledge of addiction, mental illness, homeless and poverty issues strongly desired.
- ❖ Computer literate, proficient in Word, Excel, internet and email.
- ❖ Valid CA driver’s license with record acceptable to BARM insurance carrier
- ❖ Knowledge of SPERO, Relias, and/or Raiser’s Edge valuable

PERSONAL ATTRIBUTES AND VALUES:

- Mature Christian, with a heart of compassion who is committed to and passionate about sharing the life-changing gospel and building disciples of Jesus Christ in an urban setting.
- Have a call to relational ministry; connecting individuals within the community to partner with BARM in ministering to the homeless and disenfranchised, sharing the Gospel message.
- Be a consistent witness for Jesus Christ, in word and action.
- Demonstrates a respectful and Christ-like manner with internal and external partners
- Highly ethical with the ability to make smart, rapid decisions; demonstrates excellent integrity.
- Flexible, collaborative spirit

WORKING CONDITIONS/PHYSICAL FACTORS

Occasionally = 1%-33%; Frequently = 34%-66%; Continuously = 67%-100%

Position requires walking throughout program buildings - occasionally

Requires climbing stairs - *occasionally*

Requires *occasional* travel primarily within the Bay Area

EQUIPMENT/TOOLS USED:

Computer	Telephone
Fax	Copier

EDUCATION/EXPERIENCE:

Bachelor’s degree or greater in human services field (Master’s preferred)

Bible training preferred, demonstrated spiritual maturity required

7 + years of experience working in the human services field with increasing responsibility

5+ years of management/supervisory experience

Equivalent combination of experience and education accepted

Requirement:

The Bay Area Rescue Mission is a privately funded 501 (c)3 non-profit, evangelical Christian ministry. Our designated purpose is religious and we are a Christ-centered ministry which is dedicated to sharing the Gospel and helping the homeless and impoverished. We consider every position to be essential in the fulfillment of our ministry and Statement of Purpose. As such, each employee must have a relationship with Jesus Christ as their personal Savior and Lord. All employees must:

- Be able and willing to share the Gospel and participate in all of the ministry activities of the Bay Area Rescue Mission;
- Subscribe to the Bay Area Rescue Mission Statement of Faith and Qualifications for Employment upon hire and continuously while employed;
- Adhere to the Bay Area Rescue Mission Employee Handbook.

This position requires a Conflict of Interest Statement and a Confidentiality Statement.

My signature below acknowledges that I have read and understand the job description as described herein. I understand that this job description is not all-inclusive.

Signature	Printed Name	Date
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