



Open Arms Village (OAV) is hiring a new Executive Director. OAV is a faith - based not for profit organization determined to assist homeless men with their goal of self-sufficiency. The ministry is located within St. Mark's United Methodist Church. There is no cost to the men served by OAV. Capacity is 27 beds. The new Executive Director will develop a women's program within two years. The Executive Director reports to the Board of Directors and manages a case manager, a mental health/substance abuse counselor, a part time cook, and two volunteer resident managers.

Key Responsibilities

Grants: Identifying potential grant opportunities, applying for grants for capital improvements and operations, and reporting to the grantor.

Fundraising: Expanding and maintaining a database of supporters, developing and executing a donor contact strategy, leveraging social media, and managing fundraising events.

Community Partnerships: Collaborate with other groups who are serving the homeless, partner with St. Mark's UMC, partner with other area churches, work with Beacon Point and the Marion County Hospital District, and maintain relationships with organizations who refer potential residents.

Program: Work with the case manager and mental health/substance abuse counselor to maintain a high rate of men transitioning to housing with sobriety, keep the census near capacity, screen candidates for the program, maintain a sober environment, support graduates, and oversee the food services program.

Management: Manage and retain existing staff, final decision maker, board relations, and leadership of board meetings.

Financial Management: Internal financial controls, issuing checks, managing expenses to a budget, setting an annual budget, and grant accounting. OAV contracts with a bookkeeper who handles payroll and monthly financial statements. A CPA prepares the annual tax return.

Compliance: Maintain registration to solicit funds and comply with 501(C)3 requirements.

Job Requirements

3 years of experience in social services or ministry

2 years of management experience

2 years of grant writing experience

1 year of grant administration experience

Public speaking skill and experience

Preferred Qualifications

Experience in a not for profit organization

Fund raising experience

Bachelor's degree

Experience with homeless services, substance abuse, or mental health

Compensation

Salary range of \$45,000 - \$55,000 plus employer paid health insurance