

**Doors to Hope**  
**POSITION DESCRIPTION**  
**Director**

**Date:** 12/7/2016

**Position title:** Director

**Job status:** Full Time

**Position Summary:**

The Director of Doors to Hope is responsible for all administrative and operational aspects of the ministry in carrying out the mission to create a vibrant learning community, open learning opportunities, encourage community involvement, and engage in advocacy for women and immigrant families. Works in collaboration with the Pastor of Holy Name Church, where the ministry is located, and the Doors to Hope Advisory Committee in an effort to break the cycle of poverty and violence, especially for women and immigrants through: education/development of life skills/mentoring; advocacy on issues related to women and immigration; collaboration with existing organizations meeting similar goals.

**Essential Duties and Responsibilities:**

Leadership/Governance

- Work with the Doors to Hope Advisory Committee to establish and accomplish the goals of the Strategic Plan.
- Acts in accordance with the Guidelines for Congregational Ministries developed for the Doors to Hope and ensures that required reporting is submitted to the Sisters of Charity of Nazareth, Inc. (SCN Inc.) Board through the Western Province Office of Congregational Ministries.
- Works with Chair of the Doors to Hope Advisory Committee to prepare and distribute agenda and materials for quarterly meetings.

Human Resources Administration

- Supervises, evaluates and works closely with staff providing needed direction to ensure that the mission and goals of the ministry are being met.
- Provides oversight to ensure that the computer database of volunteers is maintained and updated.

Fund Development

- Ensures financial viability of the ministry by securing funding through cultivating individual and corporate donors, grant writing and reporting, and fund raising events.
- Maintain database of donors and list of donor prospects.
- Work with Doors to Hope Advancement Committee to establish and implement a plan.
- Prepare and send correspondence to donors in gratitude for donations.

### Facility Management

- Ensure routine maintenance/repair/cleaning for upkeep of the building/grounds
- Purchase needed supplies/equipment (maintenance and educational)

### Financial Recordkeeping

- Collaborate with the Pastor and the Business Manager of Holy Name Parish in accordance with the lease and for assistance with resources for Hispanic ministry.
- Monitor cash flow and overall financial management
- Ensures all financial records (electronic and paper) are maintained in compliance with established policies and procedures.
- Submit/code income and expense receipts in an accurate, timely, and orderly manner
- Review/reconcile bank statement and credit card statement monthly
- Work with the Doors to Hope Finance Committee to develop the annual operating budget

### Communications/Public Relations

- Represents Doors to Hope to external constituencies
- Enhance visibility and community awareness of the ministry through brochures, newsletters, website, and social media outlets.
- Participate in advocacy efforts on issues on women and immigration.
- Collaborate with existing organizations meeting similar goals.

### **Qualifications:**

- Desire to work in a multi-cultural setting/with immigrants
- Bilingual in English and Spanish
- Empathetic, relational and good communication skills
- Awareness of community resources
- Computer skills in all Microsoft Office applications
- Familiarity with QuickBooks

### **Education and Work Experience:**

Master's degree and five years of experience in non-profit management and administration preferred.

### **Position Reports to:**

The Director of Doors to Hope has accountability to SCN, Inc. through the Office of Congregational Ministries.

### **Submit resume and cover letter to:**

Michelle Grgurich, SCN, Director, Office of Congregational Ministries  
PO Box 247, Nazareth, KY 40048