



**Fort Street
Presbyterian
Church**

Position Description: Open Door Director

Fort Street Presbyterian Church

PURPOSE

The Open Door Director directs, supervises, and coordinates the operations, programs, funding, and marketing of Open Door.



ACCOUNTABILITY

The Open Door Director shall work within the established requirements of Presbyterian polity, FSPC Bylaws, and the FSPC Employee Handbook. The Director is accountable to the Pastors/Head of Staff and works under their supervision; the Director shall also collaborate with the Open Door Committee as regards program implementation. The Director has the authority for only those decisions assigned to the position in accordance with Session policy.

RESPONSIBILITIES

The following outline provides a general description of the responsibilities of the Open Door Director but is not meant to be exhaustive. Changes may be necessary over time; such changes are to be made in consultation with the Pastors/Head of Staff and the Open Door Committee, in accordance with the needs of Open Door and Fort Street Presbyterian Church.

Volunteer Management

- Recruits and engages new volunteers for service delivery
- Manages and motivates Open Door's group of long-term, dedicated volunteers.
- Oversees volunteers' experience in real time, managing and recording the in-kind labor they provide to the program
- Hosts visiting volunteer groups (high school students, Scout troops, churches, etc.)
- Shares volunteer issues, prayer requests, and pastoral concerns with pastoral staff

Fundraising

- Develops annual budget with Open Door Committee and submits budget to Fiscal Operations Committee for approval.
- Writes grants and solicits other funding sources.
- Directs formal fundraising campaigns every year and special fundraising events,
- Serves as primary point of contact for Free Press Marathon and associated fundraising activities.
- Helps to identify and develop new funding sources.
- Maintains relationships with existing and historical funding sources.

Communications/public relations

- Represents FSPC/Open Door at church functions with present and potential church partners, at fundraising events and with other organizations, such as the Homeless Action Network or the Hunger Action Coalition.
- Provides weekly information for inclusion in the church bulletin and does Minutes for Mission presentations at regular intervals.
- Publicizes FSPC/Open Door (writes articles, press releases, makes public addresses, etc.)
- Maintains and keeps current the Open Door's presence on FSPC website.
- Speaks to churches and other groups to gain support.

Donations Management

- Requests and secures donated clothing and hygiene items
- Coordinates with churches and corporate partners for efficient deliveries
- Engages visiting groups to help sort, size, and store donations

Administration

- Administers program records
- Coordinates program operations with the Operations Manager and the Fiscal, Facilities, and Personnel committees
- Provides grant and funding management.
- Prepares reports on program outputs and costs for submission to current and potential funders and oversight authorities.
- Manages inventories and orders necessary supplies (food, clothing, office supplies, etc.).
- Schedules and manages Open Door part-time staff and volunteers.
- Manages program budgets.
- In conjunction with Open Door Committee helps to set and assess program objectives and outputs.
- Works with Personnel Committee in the annual review of Open Door staff

Program Management

- Oversees staff in program set-ups and tear-downs.
- Assists when necessary with program activities not staffed by volunteers or hourly workers (picking up groceries, grabbing a mop etc.).
- Supervises program activities.

- Serves as a liaison with on-site service partners (Gleaners, Forgotten Harvest, Detroit East Housing, etc.)
- Maintains order and security, settles disputes, and prepares incident reports.
- Provides/coordinates emergency response (e.g., attends to victim, calls 911, etc.)
- In reasonable response to client needs, assists in problem solving and when possible refers clients to emergency housing, drug treatment, or other service providers
- Coordinates training of staff and volunteers and orients them to Open Door's standards of practice and FSPC policies.

Reporting

- Reports to the Pastors/Head of Staff.
- Prepares monthly written reports to the Open Door Committee.
- Meets weekly with Pastors/Head of Staff and other staff members.
- Provides written and oral reports as required for funders, oversight authorities, and other agencies.

REVIEW AND APPROVAL OF WORK

Annual performance and employment review will be directed by the Pastor/Head of Staff and Personnel Committee

SCHEDULE

- Attends weekly staff meeting, and maintain regularly scheduled hours but with some flexibility for an occasional night and week-end responsibility for special events or circumstances
- Hours: 40 hours per week

COMPENSATION

- Salary: \$50,000
- Mileage reimbursement for business travel
- Benefits, vacation time, and sick leave in accordance with Employee Manual.

TERMINATION

Employment may be terminated by either the Open Door Director or the church by delivering written notice to the other party at least two weeks prior to the effective date of termination.

SKILLS/EXPERIENCE NEEDED

- Familiarity with and experience in programs like Open Door
- Compassionate desire to help Open Door clients
- Familiarity with resources to help the needy
- Ability to direct program and supervise staff
- Marketing and fundraising skills
- Excellent communication skills, both written and oral
- Computer and software expertise
- Professional demeanor and appearance
- Cordial and collaborative attitude toward administration, staff members, and clients of the church
- Ability to maintain confidentiality
- Church experience, with a strong commitment to social justice
- Facility in use of social media
- Cultural competency as regards Open Door's diverse clientele and volunteer base