



## Executive Director Position Profile

**Summary:** The Executive Director provides overall strategic leadership to the organization, ensuring alignment of staff, operational activities, and finances to achieve the organization's mission and respond to emerging opportunities. Responsibilities include guiding the work culture and staffing structures of the organization, designing and implementing programs and overseeing program delivery, ensuring the growth and sustainability of the organization through development initiatives and strategic partnerships, and stewarding financial management and organizational governance.

**The Organization:** Arrive Ministries is an expanding faith-based non-profit dedicated to living out God's command to welcome refugees and immigrants to Minnesota. We seek to love refugees and immigrants practically, socially and spiritually by providing direct program services, mobilizing the Church, and calling our communities to respond biblically. We are one of five refugee resettlement agencies in Minnesota, providing case management, job development, and immigration legal services. We have resettled more than 11,000 refugees since our founding 1988. Church-based programs operate in four regions of Minnesota (Twin Cities, St. Cloud, Rochester, Willmar) and include literacy, homework help, capacity-building, and practical support for new arrivals through a network of nearly 1,000 volunteers.

### JOB DUTIES

#### Organizational Leadership (25%)

1. Guide organization's focus on mission, vision and values; develop and lead strategy; establish goals and metrics to monitor progress in coordination with key staff and the board of directors.
2. Align and adapt the organization's structure, governance, staff roles, accountabilities, activities and programs to effectively deliver services and advance the mission of the organization.
3. Shape organizational culture to exemplify the values of Arrive Ministries and positions the organization to lead in mobilizing the Church to welcome refugees and immigrants.
4. Support the structure and health of the board and ensure compliance with all personnel, governance, financial and legal guidelines.
5. Participate in collaborative relationship with our parent organization, Transform Minnesota, and with our national partner, World Relief.

#### Program Design and Implementation (20%)

1. Cast vision and grow programs that align with the mission and values of Arrive Ministries.
2. Coordinate with staff leaders to develop program strategy and implementation plans that achieve our goals and meet the needs of our clients and partners; organize and support staff to achieve program outcomes
3. Serve as an advisor to program staff for difficult situations, consult on issues of policy and procedure and evaluate processes to ensure alignment to overall mission, vision and priorities for the organization.

### **Financial Planning and Management (15%)**

1. Coordinate with the Transform Minnesota accounting department to prepare a comprehensive annual budget for board approval along with regular financial updates.
2. Initiate budget forecasting needed to achieve strategic priorities, program activities, and special projects in collaboration with accounting functions of Transform Minnesota.
3. Monitor revenue, spending, and cash flow to ensure financial sustainability.
4. Work with Development staff to track and forecast contribution revenue.
5. Work with program leaders to prepare funding proposals, monitor program expenditures and submit expense reimbursements and related monitoring reports to funding partners.

### **Staff Management and Development (20%)**

1. Create a positive work environment by communicating vision, aligning staff culture and processes to values; promote cross-departmental collaboration, contributing to staffing policies and inspiring staff.
2. Oversee the design and implementation of staff training programs that inspire, engage and motivate staff toward professional growth and program excellence.
3. Oversee recruiting, hiring, onboarding, role definition, and release processes for employees in accordance with Transform Minnesota staffing policies and procedures.
4. Establish employee performance strategies, addressing performance concerns and ensuring accountability processes

### **Advancement and Strategic Partnerships (20%)**

1. Guide church engagement activities and represent Arrive Ministries to churches and faith-based partners pursuant to our mission; maintain a working knowledge of significant developments and trends related to this ministry area.
2. Oversee and participate in development strategies and fundraising activities to ensure adequate financial and in-kind resources to support the mission.
3. Oversee and participate in communications and marketing to drive stakeholder, donor, community and church engagement in the mission.
4. Nurture relationships and collaborative partnerships with public and non-profit resettlement agencies, including affiliate relationship with World Relief.

## QUALIFICATIONS

- Master's degree preferred, with 5+ years leadership experience in nonprofit or related fields.
- Demonstrated cultural fluency; experience serving and working with people from diverse cultures and religions, or experience developing and leading programs serving immigrant or vulnerable populations.
- Experience managing program funds and negotiating program funding agreements
- Track record of inspiring, leading and developing people, and managing organizations successfully
- Professional communication skills; demonstrated competency in written, oral, and public communication, including use of technology for communication purposes.
- Maintain a working knowledge of significant developments and trends in the field.
- Demonstrated personal relationship with Jesus Christ.
- Agree with and adhere to the [statement of faith](#), core values and conduct of Arrive Ministries.

## REPORTING RELATIONSHIPS:

The Executive Director reports to the Board of Directors of Arrive Ministries and oversees 3-5 Program Directors and Direct Reports.

## OTHER RELATIONSHIPS:

Arrive Ministries is a subsidiary organization of Transform Minnesota. Centralized business services including finance and accounting, payroll, human resources and employment policies, employee benefits, donor services, risk management and other common services are provided by the Administrative Department of Transform Minnesota. The Executive Director reports to the CEO in these matters, and works closely with the COO and Senior Accountant of Transform Minnesota. The Transform Minnesota CEO is a board member and President of Arrive Ministries. Arrive Ministries is also an affiliate World Relief, implementing their refugee resettlement programs in Minnesota.

## STATUS

Full-time, Exempt, Salaried with benefits.