



Position Title: Director of Empowerment

Reporting Relationships: Executive Director

Status: full-time / exempt

Arrive Ministries: Is a faith-based organization seeking life transformation for refugees, immigrants, and the Church. We live out God's command to welcome refugees and immigrants by providing direct program services, mobilizing the church, and calling our communities to respond Biblically.

Job Summary: The Director of Empowerment oversees programs that offer empowerment services to refugees and immigrants in Minnesota (employment, education and legal services). Responsibilities include developing a comprehensive program strategy, maintaining community partners, mobilizing the church and recruiting volunteers, overseeing program staff and ensuring program effectiveness through feedback and evaluation.

PROGRAM DEVELOPMENT (30%):

1. Develop a comprehensive program strategy that aligns empowerment programs (employment, education and legal services) to guide immigrants and refugees to overcome challenges and achieve goals aligned with the mission of Arrive Ministries in collaboration with the Executive Director.
2. Research industry trends, identify best practices and initiate program changes based on emerging needs, changes in funding, or regulatory changes to ensure program excellence.
3. Collaborate with the Executive Director on contracting processes; draft grant narratives and budget recommendations for empowerment programs through World Relief (WR), Department of Human Services (DHS) and other program grantors.

PROGRAM MANAGEMENT (20%)

1. Monitor budgets and expenditures in all empowerment program areas in coordination with the Executive Director and program managers.
2. Create mechanisms for monitoring, evaluation and feedback to ensure program outcomes are achieved.
3. Oversee annual program audit processes for each program, coordinating with program staff as needed.
4. Collaborate with WR and MN consortium by facilitating meetings, coordinating staff participation, preparing and writing reports, and engaging in follow up as needed.
5. Collaborate with the Director of Refugee Services for strategies in coordination of processes, documentation and requirements for employment services to support new arrivals.

COMMUNITY AND CHURCH ENGAGEMENT (20%)

1. Active involvement with the Church Mobilization team to initiate church engagement strategy, connect with churches and recruit volunteers and church partners.
2. Oversee volunteer recruitment processes for teachers, tutors, interns for all empowerment programs, collaborating with the Director of Operations for volunteer management policies and practices.
3. Build partnerships alongside program managers with community partners, employers, education institutions and legal partners to achieve program goals.
4. Invest in church partnerships and meaningful connections to advance the missional focus of Arrive Ministries in pursuing life transformation for the refugee, the immigrant and the church.

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STAFF DEVELOPMENT (10%)

1. Strategize with empowerment program staff on program goals, needs and opportunities ongoing and as part of the annual planning processes, ensuring collaboration across all empowerment programs.
2. Supervise empowerment program staff; meet with direct reports, provide direction, delegate responsibilities, troubleshoot concerns, offer support, share feedback, and encourage development.
3. Oversee recruiting, hiring, onboarding, performance management and release processes for empowerment program staff in collaboration with the Executive Director in accordance with Transform MN policies.

ORGANIZATIONAL LEADERSHIP (20%)

1. Coordinate with management team to identify areas of overlap and collaborations to ensure program and agency success. Promote inter-departmental support to ensure clients have access to resources, programs, and services to promote their wellbeing.
2. Participate in annual strategic planning and guiding the strategic plan alongside the management team to advance the organization's goals.
3. Propose program staffing needs and contribute to the overall organization's structure and growth capacity.
4. Contribute to all-staff training planning in addition to program area training and participate in implementation which may include hosting a guest, facilitating training or identifying staff needs.
5. Coordinate with engagement team for 2-3 large scale community events per year for advocacy/education.
6. Participate in collaborative relationship with our parent organization, Transform Minnesota

Qualifications:

- Bachelor's Degree and 5+ years leadership experience in nonprofit management or related field
- Demonstrated cultural fluency; experience working with people from diverse cultures and religions
- Success developing, implementing and managing programs to achieve identified outcomes
- Ability to lead multi-level staff and volunteers in collaborative engagement toward shared objectives
- Established networks with churches or church-based organizations with a heart for the immigrant
- Exposure to and experience with gaining legal knowledge in immigration, human resources or business
- Professional oral and written communication skills with the ability to present to small and large groups
- Excellent time management, organization, and problem-solving abilities
- Proficient use of Microsoft Office, database/contact management and related products
- Valid MN driver's license
- Demonstrated personal relationship with Jesus Christ
- Agree with and adhere to the statement of faith, core values and conduct of Arrive Ministries.

Additional Information:

- Reports to: Executive Director, participates as a member of the Management Team
- Reporting Relationships: 5 – 7 direct reports
- Schedule: Normal work schedule is 8:30 a.m. – 5:00 p.m. Flexibility needed for weekends and evenings.
- Position offices out of Richfield, MN. Some duties will require driving and external appointments.

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