

HIS MANSION MINISTRIES

PO Box 40 Hillsborough, NH 03244-0040

Phone: (603) 464-5555 • Fax: (603) 464-5658 • hismansion.com

Director of Programs

Mission: *Because of His Mansion Ministries, a community of people will seek wholeness and be spiritually transformed for the equipping of the body of Christ.*

Ministry Position:

The Director of Programs job is, first and foremost, a ministry position. He/She is not only responsible for the Resident and Servant Leader programs, but for modeling Christ-like behavior and for leading others in further pursuit of relationship with Jesus Christ through daily life. All employees, including the Director of Programs, are expected to be available to pray with and spiritually guide Residents and Servant Leaders; cultivate genuine relationships; and to participate in regular time of community worship and prayer. These are done to fulfill our mission, as stated above. The Director of Programs is also expected to sign a statement of agreement with His Mansion Ministries' statement of faith and code of conduct.

Summary:

The Director of Programs leads and maintains the Resident and Servant Leader programs in line with our mission, vision, and values.

Qualifications:

- Christ-likeness, strong Christian faith, integrity, moral values, and convictions
- Relationally focused and service driven
- Knowledge of and passion for HMM's mission and philosophy of ministry
- If married, his or her spouse should be spiritually mature and willing to participate in the community
- Proven leadership
- Degree in ministry, organizational leadership, pastoral counseling or related field, or equivalent experience
- Experience working with people in crisis
- 5+ years' experience working in addiction recovery, ministry, and/or leadership

Duties & Responsibilities:

- Provide leadership, vision, development, and direction to the Resident and Servant Leader programs
- Responsible for staffing, managing, and supervising all Counseling and Program employees

- Set and communicate appropriate boundaries and guidelines for interactions between program participants and community members
- Some recruiting at churches/organizations may be necessary
- Other tasks as assigned

Characteristics:

The following five traits (as adapted by Tom Hill of the Character Training Institute) were identified as essential for this position:

1. **Decisiveness**
The ability to finalize difficult decisions based on the will and ways of God. (James 1:5)
2. **Discernment**
The God-given ability to understand why things happen. (I Samuel 16:7)
3. **Endurance**
The inward strength to withstand stress to accomplish God's best. (Galatians 6:9)
4. **Faith**
Visualizing what God intends to do in a given situation and acting in harmony with it. (Hebrews 11:1)
5. **Initiative**
Recognizing and doing what needs to be done before I am asked to do it. (Romans 12:21)

Skills:

The following three skills were identified as essential for this position:

1. **Leadership**
Leading and managing a team, including delegating without micromanaging to enable the team to grow. In the midst of discouragement, help employees to persevere.
2. **Effective communication**
Listen well to employees who work directly with program participants and make decision based on their input. Be clear in communicating what others need to do. Keep appropriate confidentiality. Public communication to community members and to outside sources as a representative of HMM.
3. **Vision/Planning**
Ability to envision improvements and growth for HMM and the Resident and Servant Leader programs in particular, as well as chart a plan to accomplish these goals.

Working Environment:

- Indoor work in an office
- Regularly stand or sit for many hours
- Some travel, speaking, and networking may be necessary
- Live on His Mansion property

Working Relationships:

Reports to: CEO

Works Closely with: CEO, Director of External Relations, Men's Program

Administrator, Women's Program Administrator, Intake Coordinator, Servant Leader

Formation Facilitators, Biblical/Pastoral Counselors, Program Instructors, Worship Coordinator

Direct Reports: Men's Program Administrator, Women's Program Administrator, Intake Coordinator, Servant Leader Formation Facilitators, Worship Coordinator, Biblical/Pastoral Counselors, Program Instructors

This job description is not a complete description of all that is necessary to do this job. All employees are expected to do what it takes to work as a team, even with other departments, to serve Residents. This is not only an expectation but also a value that we hold to as an organization. We will help each other get the mission done.

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JOB DESCRIPTION ACKNOWLEDGMENT FORM

I have received a copy of the job description for my position, Director of Programs.

I have reviewed this job description and I fully understand all my job duties and responsibilities. I am able to perform the essential functions as outlined.

I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in this job description. If I have any questions about job duties not specified on this description I am asked to perform, I should discuss them with my immediate supervisor.

I understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described. I further understand that future performance evaluations are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor.

I have discussed any questions I may have had about this job description prior to signing this form.

Printed Name

Signature

Date