Assistant Director
Opportunity Profile

Assisted by:

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RESCUE MISSION ALLIANCE ORGANIZATION

Rescue Mission Alliance (RMA) [www.erescuemission.org](http://www.erescuemission.org) is a Christian non-profit organization with an annual revenue of $25 million and headquartered in Ventura County, California. RMA is the umbrella organization for four distinct rescue missions. RMA has been ministering to the needs of the less fortunate in Southern California since 1972 through emergency and long-term rehabilitation services.

RMA is a Christ-centered organization (see Statement of Faith Addendum) that partners with the local church to care for those struggling with poverty, homelessness, and additions by providing Refuge (food, shelter and clothing) Recovery (biblically based programs to minister to the whole person, body, mind and spirit) and Restoration (equipping people to lead productive, godly lives).

VENTURA COUNTY RESCUE MISSION

The Ventura County Rescue Mission (VCRM) is a 125-bed facility located in Oxnard and dedicated to assisting men who are poor, homeless, and/or who have substance abuse problems, and 30 beds of transitional housing for graduates of the residential recovery program. It is the oldest year-round shelter for men in Ventura County. VCRM also assists those in need in the local community, serving over 700 meals daily, providing items essential to maintaining human dignity.
VCRM PROGRAMS

Lighthouse for Women and Children

The Ventura County Rescue Mission includes the Lighthouse for women and children, serving homeless single women and women with children, established its Life Recovery program in 1998, offering a transitional living program that includes a program for recovery from drug and alcohol addiction. In December of 2003, the Lighthouse established a year-round emergency shelter that also serves as an overflow shelter when the two domestic violence shelters in the County are full.

Today, with an overall capacity of 112 beds, the Lighthouse offers a full range of care specifically tailored to the needs of homeless women and children by offering shelter, intervention, substance abuse recovery, case management, education, life skills development, vocational training, employment, and transitional housing.

Meals

Guests are welcome to join VCRM for a meal and some conversation in a clean and safe environment.

Shelter

VCRM’s shelter is clean and safe with a friendly staff to help you. The emergency shelter is open 7 days a week throughout the year. Guests will receive a hearty dinner, a refreshing shower, clean clothes, and a warm bed with clean sheets for the duration of their stay. Case management support is available to assist with finding employment and housing.

Life Recovery Program for Men

VCRM offers an extensive drug and alcohol recovery program. It is a free, ten month, residential Christian based, recovery program that provides biblically based structure and applied discipline for living an overcoming life.
Restoration

Many who come to the mission have lost all they had: jobs, homes, relationships, their health, their reputation, and their hope. VCRM helps them gain back what was lost by establishing a vibrant relationship with God, repairing broken relationships with family members, learning new vocational skills, developing a strong work ethic, regaining health through proper diet and exercise, and finding employment and housing.

VCRM offers Vocational Training, Computer Learning Center, Our Award Winning Culinary School, Job Placement Assistance, Transitional Housing, Aftercare.

ORGANIZATIONAL CULTURE

The right personality will be a key determinant of whether someone is a successful candidate for the Assistant Director role. There is a unique culture among RMA and VCRM staff and embracing this is crucial to carrying out the vision God has given.

There is a strong element of gratitude, anticipation and excitement among the team at VCRM based on how they’ve witnessed God’s work in their midst. This is a hard-working and fervent group who are highly motivated and committed to the mission, purpose and to carrying out their ministries with excellence. Staff members are encouraged to dream big and to reach higher, yet within the context of processes and procedures. While they work hard, there is an emphasis on maintaining a family life and achieving balance.
The VCRM culture encourages team members to freely talk to each other about opportunities, challenges, and areas for improvement. Differences of opinion are perceived as constructive; everyone is welcome to give input to decisions, and it is earnestly considered.

The staff recognizes the need for the role of Assistant Director and the general perception is that this person will help the staff to work effectively and accomplish more. There is a need for better coordination between ministries, systems and procedures, and use of shared resources. They would like this person to be a resource to mentor and develop the staff. There is also a desire that the Assistant Director value the creativity and results orientation of the staff, and streamline any paperwork and meetings that might hinder their ability to do ministry.

WHAT OTHER SAY ABOUT SERVING AT THE VCRM

“...we unhesitatingly celebrate our faith-based values, have no government funding, and will fight for that status...”

“...we pray daily for our clients, staff and neighborhood—the Bible is our source...”

“...the pace of work can be intense—that forces us to think through and patiently wait on the Lord—His timing before ours...”

“...we are ethically solid—4-Star rating on Charity Navigator for the last six years...”

“...The successful person will have a very high capacity, be incredibly resourceful, and have an ability to prioritize...”

“...the work is incredibly hard but every day, I feel the Lord is using me...”

“...we have a ministry mindset, understanding how justice and grace work together in light of truth and love...”

“...the director and the main office provide strong oversight—sometimes that can be frustrating, but in the end, it makes sense...”

“...we are highly adaptable...sometimes tasks might not get finished on the timetable you hoped, but often, that is when real ministry has a chance to thrive...”
GARY GRAY
President & CEO

Gary grew up in Pensacola, Florida and developed a heart for helping others at an early age as his parents have been involved in Rescue Mission work for over 40 years. Gary graduated Auburn University with a Bachelor of Science in Civil Engineering and worked for Chevron Corporation for 23 years in various leadership and management positions. He resigned from Chevron in 2002 to take his current position as President and CEO of Rescue Mission Alliance.

Gary and his wife Terri have been married for 38 years and have three married adult sons with nine precious grandchildren. Gary previously served in numerous volunteer positions in the community including nine years on the Board of Directors for Ventura County Rescue Mission. Gary and Terri reside in Oxnard, California and are members of Faith Community Church. His weekend hobbies involve cycling and golf.

JOHN SALTEE
Ventura County Rescue Mission Director

John supervises the staff of 13 staff members (8 Interns) on the V.C.R.M.’s campus and provides oversight to 19 people at the Lighthouse for women and children. The on-site director at the Lighthouse provides the day to day operations, guidance and decisions. He oversees the feeding of hundreds of homeless and poor, manages the 10-month drug and alcohol recovery program, and is an ordained minister, speaker; teens to senior adults. He has earned his M.A. from Westminster Theological Seminary in California Seminary. Every Tuesday at 2:30 he has a radio program on KDAR 98.3 FM Christian Station, called By Faith Alone! He is married to a gifted, loving woman and they have two talented sons with four beautiful grandchildren. John loves to read, think and pray.
THE OPPORTUNITY

The Lord has blessed Ventura County Rescue Mission with consistent growth over the years, the programs have increased in numbers, life-change, and spiritual development. There is an atmosphere of excitement as lives are being transformed.

The mission’s ministries are expanding to meet the needs of the growing and increasingly diverse populations. New staff members have been added to proactively meet the present and future opportunities and challenges.

This is an exceptional opportunity for someone who shares the passion of VCRM’s purpose to offer life transformation in Jesus and to save the unsaved. A commitment to shaping an environment that fully supports this central purpose is needed.

VCRM has a priceless and unique mission, with the backing of its parent organization, Rescue Mission Alliance, an effective Board, President/CEO, Director, and committed staff. The Assistant Director can be a part of making a major difference by serving with one of the most well recognized ministries within the Association of Gospel Rescue Missions (AGRM).
THE POSITION

Working in collaboration with the Mission Director, the Assistant Director’s primary focus is to deliver and improve internal ministry programs and services so that the Director can focus attention on external relationships with donors, churches, civic leaders, and community groups. The Assistant Director is also responsible for the operations management of the Mission and the development/oversight of biblically-based programs. As new ministries and programs are developed in concert with the Director, these will fall under this role’s oversight. This is a full-time, exempt position reporting to the Mission Director, and serving as the Director’s appointed leader in his absence.

Essential Duties & Responsibilities

- Provide *servant/leadership* to 8 staff members and 8 Interns, as well as to 60 to 75 Clients (program men) and 36 to 42 emergency shelter guests each night. Oversee and direct the daily operations of the Mission, including staff, program, and facilities.
- Ensure biblically-based teaching, counseling, and programming in each facet of the mission’s programs.
- Work in collaboration with the Mission Director and staff to ensure directives are met in all areas including programming, reporting, safety, and training.
- Work in collaboration with Case Manager and Senior Chaplain to assure appropriate case plans are in place for each guest, including personal counseling/coaching.
- Strive for continuous improvement and excellence for ministry programs and services by work in concert with the other ministries of RMA and externally to evaluate and implement best practices and services to program participants.
Supervisory Responsibilities

- Recruit, screen and provide development training for the staff to help them carry out their duties including teaching classes and counseling/coaching in a Gospel context with biblical truth.
- As assigned by the Director, the Assistant Director supervises exempt and nonexempt mission staff and maintains a high level of integrity, camaraderie, and professional relationships with staff.
- Regularly review direct reports performance, providing feedback on strengths and development needs and offering coaching and personal development opportunities.

Other Duties & Responsibilities

- Work as a team member with other RMA employees to the greater good of the overall ministry.
- Attend applicable staff meetings, training sessions, and other VCRM or RMA meetings.
- Participate in VCRM cross-ministry events.
- Maintain a high level of integrity, camaraderie, and professional relationships with volunteers and donors.
- Perform other related duties and projects assigned by the Director.
- Promote RMA Safety Program in alignment with the Injury and Illness Prevention Program (IIPP).
QUALIFICATIONS

The greatest requirement for this position is a heart for the Lord and commitment to serving his people by lessening their burdens. The person will be a leader who is comfortable assisting and supporting the Director, and being “one of the faces of the local organization” with the community and mission staff. Additional requirements are:

- Ability to make sound decisions quickly with wisdom and discernment.
- A solid Bible based Christian faith compatible with RMA’s Statement of Faith, theology and core values.
- A deep and growing relationship with God, a strong family life, a close group of committed friends with solid relationships, and an active member of an Evangelical church.
- Must have a genuine burden for people to come to Christ and a commitment for changed lives through biblical truth.
- Must demonstrate a personal knowledge of the scriptures and the willingness to teach and instruct effectively.
- A “Servant Leader” in everyday situations in alignment with RMA’s, “Lead Like Jesus commitment” and Mission/Vision/Values.
- Ideally, an understanding of drug/alcohol and addiction issues.
- Ability to integrate biblical truth typically obtained through Bible school or college. An advance degree would be a plus.
- Five or more years of ministry, management, supervisory and/or non-profit experience, preferably with a significant track record of leading operations.
- Excellent written and oral communication skills with the ability to coordinate and measure results while keeping accurate reports.
- Be skillful at integrating standard operating procedures to lead the staff.
- Have a clear grasp of the bigger picture to guide the day-to-day activities toward the advancement of the Mission.
- See systems and procedures as a means rather than an end and customize operations around the needs of the people and the organizational culture.
- Energetic and passionate.
- Independent, courageous thinker, yet humbly operating as part of a team realizing the value of process.
- Computer experience (PC) utilizing MS Word, Excel, PowerPoint, Outlook, etc.
- Excellent group facilitator.
- Inspires and empowers others and shares authority easily.
- Is an initiator who will meet deadlines and finishes well.
- A teachable spirit and committed to team participation and alignment with the Director’s goals.
- Genuinely warm and caring, and is sensitive to others; attracts people.
- Valid California driver’s license and insurable under RMA.
THE SEARCH AND SELECTION PROCESS

If you know someone who has an interest and meets most of the experience and motivational requirements described in this profile, please feel free to suggest that person for consideration and/or forward this information. **Please request they forward their resume and cover letter to the contact below.** Suggested names will be treated discreetly and candidates should be assured that their inquiries will be treated with the utmost confidentiality.

Our client is an equal opportunity employer and does not discriminate based on race, age, color, sex, national origin, familial status, veteran status, or physical handicap. However, by the nature of this organization and its purposes, it does limit its hiring to people whose beliefs, theology and lifestyle are consistent with RMA’s Statement of Faith (see below).

We fully respect the need for confidentiality of information supplied by interested parties and assure them that their backgrounds and interests will not be discussed with anyone, including our client, without their prior consent, nor will reference contacts be made until mutual interest has been established.

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To explore this position, please contact:

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ARDENT SEARCH COMPANY
CONSULTANTS FOR EXECUTIVE SELECTION

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STATEMENT OF FAITH

- We believe the Bible to be the inspired, infallible, ultimately authoritative Word of God.

- We believe the Apostles’ Creed is a truthful statement of Biblical faith.

- We believe there is one God, eternally existing as Father, Son, and Holy Spirit.

- We believe that the Lord Jesus Christ is deity that He was born of a virgin, that we are redeemed by His atoning death through His shed blood, that He bodily resurrected and ascended into Heaven, and that He will come again in power and great glory.

- We believe that people are saved through a direct, personal encounter with the risen Lord, at which time they are regenerated by the Holy Spirit. This event we hold to be an experience, rather than a doctrinal supposition.

- We believe in the present ministry of the Holy Spirit, by whom Christ indwells each believer, enabling them to live a godly life of obedience as they reach for maturity.

- We believe the Holy Spirit unites all true believers in the Lord Jesus Christ and that together they form one body, the church.