



Union Gospel Mission of Salem
Proclaiming the Gospel of Christ in Word and Deed

Position Title: Chief Executive Officer (CEO)

Reports To: Board of Directors

Status: Full-Time Exempt

Location: Salem, Oregon

Website: www.ugmsalem.org

Mission: Union Gospel Mission (UGM) of Salem is a Christ-centered ministry demonstrating God's love by meeting physical, mental and spiritual needs of men, women and children in crisis.

Purpose: Partnering with churches, individuals and organizations to maximize our effectiveness, we help the neediest of our community break the cycle of homelessness, addiction and incarceration as men and women experience dynamic transformation in following Christ, and become contributing members of our community.

Overview: UGM of Salem seeks an experienced and dynamic executive to provide overall spiritual, administrative and operational leadership for a financially sound \$4.5 million Christian-based social service organization. The CEO is responsible for inspiring and cultivating a spirit of unity among the staff and Board of Directors in the furtherance of UGM of Salem's God-Ordained ministry. As the organization's chief administrator and public representative, the ideal candidate must be mission-driven, committed to leading with integrity, able to develop beneficial community relationships, and have an enthusiasm for raising money.

Special Consideration: UGM of Salem has acquired the land and launched a capital campaign for a new building. The CEO will work with the contracted consulting firm and play an active role in securing funds for the \$12-\$14 million new facility.

*Helping men, women and children break free from **homelessness** through the transforming grace of **Jesus Christ**.*



503.967.6388



ugmsalem.org



P.O. Box 431 Salem, OR 97308

Primary Duties and Responsibilities:

- Lead the Capital Campaign for \$12-\$14 million and construction of a new Men's Mission.
- Work in partnership with the Board of Directors to achieve UGM Salem's mission and chart a strategic course for long-term organizational success.
- Support the Board of Directors and committees in all aspects of Board service, and actively motivate Board development and succession planning.
- Lead strategic and operational planning, setting financial and programmatic goals and regularly reporting outcomes.
- Provide leadership supervision and support to the Directors in all areas of operations and program delivery.
- Establish clear organizational and programmatic goals and articulate well-defined expectations and accountability measurements.
- Assure compliance with all organizational policies, procedures, management guidelines, IRS nonprofit regulations and other applicable local, state and /or federal laws and regulations.
- Oversee all financial elements, including budgeting revenue and expenses, forecasting, reporting, and cash-flow management, and maintain appropriate fiduciary records and controls in adherence with accepted nonprofit accounting standards.
- Responsible for Human Resource functions, including hiring, training, performance management, and separation.
- Serve as an active fundraiser by responsibly stewarding funds, nurturing donor relationships, identifying and cultivating new donor prospects, and making personal asks of major donors.
- Exhibit exceptional communications and interpersonal skills in effectively representing UGM of Salem in diverse public settings.
- Maintain an active and highly visible community presence and develop creative alliances to further UGM of Salem's mission.
- Promote community awareness and a positive image of UGM.
- Interact respectfully with individuals from all walks of life and circumstances.
- Actively participate in community outreach, fellowship, and continued Christian growth.
- Maintain a positive, encouraging Christian work atmosphere by demonstrating and training staff in appropriate Customer Service C.A.R.E. standards (see below).
- Work with the contracted capital campaign consultant and play a lead role in achieving the funding goals of the project.

Essential Skills and Attributes:

- Demonstrated alignment with UGM of Salem's Christ-centered approach to community service.

- BA/BS degree preferred, preferably in business or a ministry-related field; advanced degree beneficial.
- Minimum 10-years supervisory experience preferred at an organization with at least 30 employees.
- Minimum 5-years of experience preferred in rescue or recovery ministry or a closely related field.
- Nonprofit and/or social services background helpful but not required.
- Outstanding leadership, management, administrative, organizational, interpersonal, and communications skills a must.
- Experience in strategic, operational and fiscal planning, as well as the ability to establish goals, measure outcomes, and adapt to changing needs.
- Capacity to guide and grow the Board of Directors and empower committees to be successful.
- Demonstrated success in raising money from multiple sectors and sustaining donor relationships.
- Confidence interfacing with the community and representing the organization in all public settings.
- Capable of motivating staff to excel and experience managing Human Resource functions.
- Ability to work collaboratively in a fast-paced, multi-dimensional environment.
- Solid computer proficiency expected, including Microsoft Office applications.
- Must be able to relocate to Salem, OR, if necessary.
- Valid Oregon driver's license and willingness to use personal vehicle for occasional business purposes.
- Must agree with the UGM of Salem's *Statement of Faith and Standards of Conduct*.

Customer Service C.A.R.E. Standards

Committed: Performs job with integrity; respects and honors others.

Attentive: Models honesty and courtesy to all; a good listener.

Responsive: Takes responsibility for quality results; served effectively.

Excellent: Seeks to improve performance while providing excellent services.

Application Process

To apply, please submit a resume and cover letter to Dan Clem, at danclem@ugmsalem.org, phone # 503-967-6388 ext. 105

Application Deadline: August 11, 2017