

Scarlet Hope®

City Director Job Description

Role of City Director

The City Director will have three main areas of responsibility: (1) Operations (2) Volunteer and Team Leadership, and (3) Development and Community Relations. The City Director will implement the Scarlet Hope model in Reno, Nevada working closely with the local advisory board to oversee local operations in accordance with Scarlet Hope, Inc.'s operating agreement, mission, and vision.

Responsibilities

Operations

- Ensures that the mission and vision of Scarlet Hope are carried out in the Reno community under the care of the Scarlet Hope Network.
- Takes responsibility for the overall health and sustainability of Scarlet Hope Reno.
- Creates and implements an annual strategic plan and budget.
- Collaborates with the Scarlet Hope Network to implement the policies, procedures, and reporting mechanisms of Scarlet Hope, Inc.
- Performs basic financial tasks including (but not limited to) maintaining all records for bookkeeping and tax documentation while following operational and financial best practices.
- Participates in monthly coaching calls with the Scarlet Hope Network.
- Abides by the national operating agreement.
- Oversees program design, coordination, and implementation. This includes, but isn't limited to: Outreach, Scarlet's Resource Center, and Case Management
- Manages, maintains, and increases the efficiency of various administrative tasks for the health and wellness of the ministry under the Scarlet Hope Network.
- Oversees finances and legal operations.
- Attends the annual site director's retreat for team building and alignment with the program and policies.

Volunteer and Team Leadership

- Oversees all team members involved in Scarlet Hope Reno (whether staff or volunteers).

- Leads the Scarlet Hope Reno Advisory Board.
- Trains and equips prospective and existing volunteers to carry out the mission and vision of the organization.
- Provides ongoing training for staff and volunteers.
- Recruits and trains key leaders such as the Prayer Coordinator, Food Coordinator, Outreach Coordinator, Event Coordinator, etc.
- Resolves any problems or issues that arise with volunteers, partners, and women in the ministry.
- Hires, onboards, and manages all staff.

Development and Community Relations

- Raises funds necessary for Scarlet Hope Reno to meet its yearly strategic goals.
- Networks and gathers new financial partners to grow the influence and financial position of the organization.
- Shares the vision and message of Scarlet Hope Reno with local groups and at events to raise awareness and grow community awareness.
- Leads fundraising efforts in an effective and passionate way to mobilize people to give towards the mission.
- Represents Scarlet Hope Reno in the community by gathering and growing community resources and networking with existing ministries.
- Maintains and gathers church partnerships in order to build influence within the church community and invite them to join the vision and mission.
- Vets and networks with existing resources/community partners.

Qualifications

- Passionate about the mission and vision of Scarlet Hope
- Working knowledge, experience, or education in Trauma-Informed Care
- Coachable, flexible, and adaptable
- Humble, hungry, and smart
- Working Biblical knowledge and Gospel fluency
- A natural gatherer of people, someone that others follow
- Experience or willingness to learn event planning skills
- Strong servant leadership, project management, and teamwork skills
- Strong written and verbal communication skills including Word, Excel, and Google applications
- Ability to adapt to frequently changing priorities and handle crisis situations
- Willingness to collaborate with others
- Able to implement strong boundaries
- Able to implement and adhere to policies and procedures
- Public Speaking skills