

## **Director of Moore Place Urban Ministry Center**

Urban Ministry Center (UMC) is an interfaith organization dedicated to bringing the community together to end homelessness, one life at a time.

UMC has five core values it uses when hiring and evaluating staff members. These are:

- Heart for the Work  
The UMC staff is truly passionate. We love what we do. We endeavor to be the very best at helping the people we serve and our colleagues succeed, even when no one is watching
- Kind and Compassionate  
The UMC staff is kind and compassionate. We offer comfort and strength, hope and support to each other and to the people we serve.
- Results Oriented  
The UMC staff is results oriented. We do not give up, even when faced with obstacles; utilizing flexibility and creative thinking.
- Self-Care  
The UMC staff values self-care, including caring for physical, emotional, and mental health care needs. Self-awareness allows staff to feel secure with their professional identity, including clarity of appropriate professional /personal boundaries and awareness of when to seek support from others.
- Team Oriented  
The UMC staff is appreciative, helpful, and team oriented. We treat everyone with respect, knowing that we will achieve more working together than alone.

UMC's Moore Place provides permanent supportive housing to men and women who experienced homelessness using the **housing first** model in a single-site setting. Moore Place serves 120 individuals.

The Director is responsible for overall operations of Moore Place, including supervision of staff, finances, program operations & development, community engagement, and compliance. Additionally, the Director is responsible for ensuring that the program provides the best services possible for tenants, is an engaging and rewarding place for staff to work, has a culture which promotes continuous learning and improvement, and is committed to the housing first model. Moore Place currently has a budget of \$1.21 million and a staff of 16.

The Director will support and further Urban Ministry Center's overall mission of ending homelessness by maintaining the highest quality of housing, and, through strategic collaborations, work to achieve outcomes that keep tenants safely housed. The Director will establish and maintain strong and positive relationships with staff and agency stakeholders and will interact with tenants in a positive, sensitive and knowledgeable manner. The Director must be a strong internal and external communicator when issues arise that impact the program and community at large and must confidently represent the organization's mission to external stakeholders on and off site.

This position reports to the Chief Program Officer of the Urban Ministry Center and serves on Team Leaders team.

### Essential Duties:

- Provide leadership which supports, challenges, and inspires staff and tenants;
- Effectively manage day to day operations;
- Foster & maintain a program culture that is aligned with the housing first approach and Urban Ministry Center's mission statement;
- Ensure the program meets contractual obligations and other performance targets as appropriate;

- Manage fiscal resources well and maintain records in accordance with a variety of funding requirements;
- Maintain a strong, positive image for the program and establish solid relationships with community partners, volunteers, and supporters;
- Serve as a member of Urban Ministry Center's leadership team;
- Perform other related duties as assigned.

**Position Requirements:**

- Minimum of five years in a managerial capacity, including experience supervising staff;
- Experience in property management and/or social services preferred;
- Experience with government grants and contracts;
- Strong commitment to serving vulnerable populations and to the housing first approach; Prior experience implementing housing first programs preferred;
- Superior conflict resolution and oral and written communication skills, including presentation skills;
- Contract negotiation and budgeting skills;
- Bachelor's degree or equivalent education and experience;
- Computer proficiency including but not limited to Microsoft Suite.

**Please send your resume and cover letter to [jobs@urbanministrycenter.org](mailto:jobs@urbanministrycenter.org).**