



THE ROOT CELLAR

Position Title: Site Director (Full-Time, Salaried)

Purpose: *Oversee development of The Root Cellar Portland site staff, programs, services and facilities. Develop partnerships within local area churches, civic entities and other organizations. Contribute to the fundraising efforts of the organization.*

KEY RESPONSIBILITIES

● **Staff Management**

- Lead/manage program specific staff and day-to-day program operations
- Communicate and champion organizational vision, mission, and values in all activities and programs
- Understand, communicate, and implement the organization's policies and procedures as it relates to the designated programs
- Develop and maintain open communications with staff through both formal and informal channels.
- Provide program evaluation and new program development
- Provide spiritual encouragement to staff and volunteers as it relates to organizational mission
- Providing annual review for employees

● **External Relationships**

- Develop and maintain contacts with churches, ministry networks, funders, and civic entities.
- Develop and maintain positive relationships with neighbors and their families, program volunteers, partner organizations and churches
- Participate in the life and development of the target neighborhoods of The Root Cellar and the City of Portland.

● **General Operations**

- Work alongside the Executive Director to fundraise for the organization, including grant writing, donor relations and the development of new fundraising streams.
- Oversee all aspects of RC Portland property and facilities
- Contribute to overall communications needs regarding Root Cellar programming or events (i.e. website, social media update, newsletter articles, etc.)
- Maintain accurate data regarding programs and impact
- Work with the Executive Director to develop overall organization strategy, mission, values, etc.

TO APPLY:

SEND COVER LETTER AND RESUME TO JOEL FURROW JOEL@THEROOTCELLAR.ORG



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QUALIFICATIONS

- Strong commitment to the Gospel of Jesus and active participation at a local church
- Ability to be flexible and respond to diverse challenges and individuals with an attitude of service and love
- Be comfortable and welcoming to a diverse neighborhood population
- Ability to learn on the go, work in a team environment
- Ability to lead and communicate with others effectively
- Demonstrated strong written and oral communication
- Understanding of neighborhood challenges and dynamics will be helpful
- Pleasant manner, patience, problem-solving ability, dependability a must
- Strong computer skills including Google Drive, Microsoft Office Suite, database
- Have a valid Driver's License and good driving record
- Bachelor's Degree in related field
- Understanding/experience of refugee/immigrant process and diverse populations necessary
- 5+ years experience in ministry or related human services work, leadership role preferred
- Multilingual preferred

Reports to: Executive Director

Time Commitment: 40 Hours per week, with flexibility depending on program activities.

Compensation: \$65,000

Benefits: IRA Match, Health Care Coverage, Dental Insurance, Sick Time, 3 Weeks Vacation

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