



Executive Director The Dam Youth Drop-in

Overview:

The Executive Director of The Dam Youth Drop-in (Heart Touching Heart Ministries) is in charge of all aspects of the operations of HTHM. This includes the rendering of an overall ministry vision and direction, the overall responsibility for fundraising and the direction and supervision of all Initiative Co-ordinators.

Supervisory responsibilities:

- Recruit, hire, coach and supervise the Program Directors responsible for each ministry program. *Ministry programs currently active or under development include The Dam Youth Drop-in, the housing initiative, Affinity Women's Programs, the alternative education project and the job training program.* Set and maintain staff performance standards and take corrective action when required.
- Create and maintain up-to-date job descriptions for her/his direct reports, and provide annual (at minimum) job description reviews and written performance reviews.
- Supervise HTHM office staff
- HTHM staff team-building, morale, mental/spiritual health and direction, social events

Accountability:

The Executive Director is accountable to the Board of Directors and must attend board meetings.

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Ministry responsibilities:

- Take charge of overall fundraising for all HTHM ministry programs
- Solicit corporate donations.
- Submit funding applications to governments, foundations and funding organizations such as the United Way, World Vision and the Anglican Diocese of Toronto Community Ministries Board.
- Develop and approve fundraising projects and delegate them to staff
- Provide staff with the appropriate tools to effectively raise funds
- Cheque-signing authority (or delegation of such), prepare overall HTHM budget and submit to the Board of Directors for approval, and account to the Board of Directors for staying within approved budget restrictions.
- Vision, understand and anticipate the needs of HTHM and the people it seeks to help, develop ways to meet these needs, and share vision/development with staff.
- Keep all regulatory paperwork, such as Revenue Canada reports, audits, insurance, etc., current and complete.
- Develop new ministry initiatives that fit into HTHM's mission and mandate, including anticipated costs.
- Network with community organizations such as churches, social service agencies, police, government, business and community development groups.
- Act as official public spokesperson.
- Promote and publicize ministry programs to the community, current and potential donors, through newsletter, media releases, interviews and tours, and other promotional activities and materials.
- Responsible for donor relations.
- Maintain a regular, visible presence in and contact with all ministry programs (e.g. take a regular shift at The Dam, go on neighbourhood walks).

Personal responsibilities (approx. 10 hours/week):

- Personal professional development: continuing job-related education, reading, etc.
- Establish, maintain and keep in regular contact with a minimum of three mentors, specifically to deal with personal, emotional, spiritual, family and ministry issues. These mentors should include a spiritual mentor, an emotional mentor and a peer mentor.

...in your hearts set apart Christ as Lord. Always be prepared to give an answer to everyone who asks you to give the reason for the hope that you have. But do this with gentleness and respect... 1 Peter 3:15