

# SAMARITAN MINISTRIES

FOOD FOR THE BODY. HOPE FOR THE SOUL.

POSITION ANNOUNCEMENT

## **EXECUTIVE DIRECTOR**

WINSTON-SALEM, NORTH CAROLINA



*Providing food, shelter and hope through Christian love. For I was hungry and you gave me something to eat. . . I was a stranger and you invited me in. Matthew 25:35*

## **The Opportunity | Samaritan Ministries**

Samaritan Ministries was founded in 1981 and is an interdenominational, volunteer-based Christian ministry that serves Winston-Salem and Forsyth County. The organization's Soup Kitchen and Samaritan Inn Shelter are open 365 days and nights a year to serve people in need.

The organization has four major programs:

- Samaritan Soup Kitchen, Winston-Salem's only soup kitchen, serving 144,889 meals in 2018.  
Samaritan Inn, a 70-bed homeless shelter for men, provided 26,242 nights of shelter to 662 homeless men in 2018.
- Project Cornerstone, a 10-bed residential substance abuse recovery program for homeless men and celebrated 23 years of serving in 2018.
- The Empowerment Project, a street outreach program that connects homeless adults and families experiencing mental health struggles or substance use disorders to resources enabling them to work on goals like permanent housing, health and income.

In June 2019 Samaritan Ministries was honored for their leadership and excellence in nonprofit management and awarded the prestigious Weston Award.



## **The Surrounding Community | Winston-Salem, North Carolina**

Winston-Salem's history began in 1753, when the first Moravians in North Carolina settled on 100,000 acres known as the Wachovia Tract. Their vision of creating a self-sufficient community made it a haven for entrepreneurs. Twentieth century businesses, such as R.J. Reynolds Tobacco and Hanes Co., also shaped Winston-Salem by bringing remarkable wealth to the city and endowing it with an impressive list of institutions and foundations. Today, Winston-Salem is the fifth largest city in North

Carolina and home to six colleges and universities, including Salem College, Wake Forest University, UNC School of the Arts, and Winston-Salem State University.

The city continues to build a diverse business base, including leading in nanotechnology research, finance, manufacturing—again reaffirming the city’s tradition of forging boldly ahead. With a strong and unwavering commitment to the arts, excellence in healthcare research and technology, and opportunities for specialized and advanced education, Winston-Salem truly is the City of Arts and Innovation.



*Winston–Salem, North Carolina*

## **Position and Leadership Statement | *Executive Director***

The Executive Director of Samaritan Ministries serves as Chief Executive Officer overseeing all aspects of the organization. As such, he/she is responsible for the day to day operation of Samaritan, with responsibilities that include fiscal, programming, administration, development, public relations, and all other related areas pertinent in any way to the operation, reputation and integrity of the organization.

The Executive Director must be a professing Christian and feel called to uphold and strengthen the Christian purpose and mission of Samaritan Ministries. This position reports directly to the Board of Trustees of the organization.

## **Duties and Responsibilities**

### **Strategic Management:**

- Work with the Board of Directors to develop and maintain a strategic plan for Samaritan Ministries.
- Make recommendations to the Board of Directors to adopt specific short-range and long-range goals in accordance with the vision and mission to include for operations and programs, volunteer management, and property/facilities.
- Ensure all plans of Samaritan Ministries support and align with the approved strategic plan and align with ministry goals.
- Assist the President to the Board in setting the agenda for Board meetings.

### **Fiscal Management:**

- Work with the Board to develop and adopt annual budgets and annual development plans.
- Actively guide staff in the achievement of approved plans.
- Approve budgeting expenditures.
- Evaluate progress to plans and inform Board of status on a regular basis.

### **Development and Public Relations:**

- Develop support for Samaritan Ministries from diverse groups of people, including all ethnic and socio-economic groups, for profit and nonprofit businesses and agencies in the government and private sectors.
- Speak on a regular basis to deliver Samaritan Ministries' message in the community.
- Foster and maintain a professional, cooperative relationship with churches, civic groups, government leaders, agencies and other nonprofit businesses.
- Actively solicit contributions from potential donors.

### **Program and Staff Management:**

- Recruit, hire, train, support and supervise all direct reporting staff.
- Recruit and support all indirect reports.
- Foster a supportive and accountable environment for all staff.
- Ensure all staff understand and support the volunteer, development and operational plans of Samaritan Ministries.
- Work with the personnel committee of the Board to establish personnel policies and job descriptions for the staff of Samaritan Ministries.
- Implement approved personnel policies.
- Ensure annual performance reviews are conducted on all employees.

### **Community Advocate:**

- Recognize the needs and understand the dynamics of the homeless population in our community.
- Understand and help develop the resources required to meet these needs.



## Qualities and Qualifications

Must possess a bachelor's degree; master's degree preferred. At least five years' management experience in non-profit, human services and/or similar organization.

He/she must demonstrate the necessary leadership, knowledge, skills and abilities to maintain agency operations to include financial budgets, program development, facility operations, fund raising, investments, and all other program areas.

## To Apply

Samaritan Ministries has retained Capital Development Services to assist with professional recruitment. **Nominations, expressions of interest, and applications can be submitted via email to [searchservices@capdev.com](mailto:searchservices@capdev.com) or [online by clicking here](#).**

Candidates should include **a cover letter, a resume, and a list of three references**. All material will be confidential. Additional inquiries may be directed to Jen Tozier at Capital Development Services, 336-747-0133 x 208.

