**JOB DESCRIPTION**

| **Position** | **Department** |
|---|---|
| Men's Director | Men's ES |
| **Reports to** | **Position Classification** |
| Director of Ministry Operations | Full Time; 1st shift |
| **Direct Reports** | **FLSA Status** |
| Residential Ministries Manager, Guest Advocate, Community Life Advisor, Forge Counselor | Exempt |
| **Location** | **Salary Level** |
| Gateway Eastport Men's Center | 4 |
| **Last Update** | **JD Number** |
| 9-2-26 | 05-01 |

## Purpose/Mission/Vision

Gateway Mission is a 501 (c) (3) non-profit ecclesiastical ministry operating under the direction of a volunteer Board of Directors elected from a broad cross-section of Christians in the community.

Our mission is to declare and demonstrate the love of Jesus by providing housing and programs for the homeless and less fortunate. Our vision is to equip each person we serve to follow Jesus and live as a productive citizen.

Gateway Mission considers every position one of ministry and a vital and valued part of our team. Therefore, it is essential that all employees of Gateway Mission have a personal relationship with Jesus Christ and subscribe to our Mission, Vision, Core Values, Statement of Faith, and Qualifications for Employment upon hire and continuously while employed. Employees are encouraged and expected to share the Gospel as opportunities arise.

## Position Summary

The Men's Director provides leadership and direction for the Men's Ministry team, ensuring programs and services advance Gateway Mission's Mission, Vision, Core Values, and organizational priorities.

The Director leads a culture of excellent hospitality, intentional relationships, biblical truth, grace and accountability, and lasting life transformation. This position is accountable for ministry and program effectiveness, team leadership, guest and student progress, operational excellence, financial stewardship, and organizational and community partnerships.

**Essential Duties & Responsibilities**

**Department & Ministry Leadership**

- Provide overall direction and accountability for Men's Ministry programs, services, and outcomes.
- Lead and oversee Men's Ministry programs, including Open Door, Pathway, Forge, Thrive, Launch, and other assigned programs.
- Establish department goals, priorities, and performance expectations aligned with organizational objectives.
- Foster a culture of excellent hospitality, intentional relationships, biblical truth, grace and accountability, teamwork, and continuous improvement.
- Evaluate department effectiveness and identify opportunities to strengthen programs, services, operations, and outcomes.
- Ensure department practices align with Gateway Mission's policies, standards, and ministry objectives.

**Team Leadership & Development**

- Build and lead an effective team equipped to carry out the work of Men's Ministry with competence, consistency, and shared commitment to the mission.
- Lead, supervise, and develop assigned Men's Ministry leaders and team members.
- Oversee recruitment, selection, onboarding, training, and development in partnership with Human Resources and appropriate leaders.
- Provide regular coaching, feedback, direction, and accountability.
- Conduct performance evaluations and establish performance and development goals for direct reports.
- Develop leadership capacity through mentoring, delegation, accountability, and professional development.
- Promote effective communication, collaboration, and teamwork.

**Program & Guest/Student Oversight**

- Provide leadership and accountability for programs that support guest and student progress, personal responsibility, and lasting life transformation.
- Oversee guest and student admission, participation, transition, and exit from assigned programs.
- Ensure guests and students understand program expectations, services, and available opportunities.
- Monitor guest and student progress and provide leadership when barriers or significant concerns arise.
- Ensure accountability and corrective processes are applied consistently and appropriately.
- Provide oversight of program practices that promote personal responsibility, stability, and self-sufficiency.

- Ensure Men's Ministry programs provide opportunities to hear biblical truth and engage in life transformation.

**Operational & Administrative Leadership**

- Ensure effective systems and operations support safe, consistent, and accountable ministry services.
- Maintain accountability for safe, consistent, and effective Men's Ministry operations.
- Ensure required records, program documentation, outcome measures, and departmental metrics are accurate, complete, timely, and appropriately maintained.
- Ensure confidential guest and student information is protected.
- Use departmental information and outcomes to support decision-making and continuous improvement.
- Coordinate with Facilities and other departments to maintain a safe, clean, functional, and welcoming environment.
- Ensure organizational policies, procedures, and applicable requirements are followed.

**Financial Stewardship**

- Provide responsible oversight of departmental resources and financial practices.
- Develop and manage the department budget in partnership with organizational leadership and Finance.
- Monitor expenditures and operate within approved budget parameters.
- Ensure appropriate accountability and safeguards for department and guest/student financial processes.
- Promote responsible stewardship of organizational resources.

**Organizational & Community Collaboration**

- Build internal and external partnerships that strengthen services and advance Gateway Mission's mission.
- Collaborate with Ministry Operations leadership, Women's Ministry, program leaders, Social Enterprise, and other departments to provide coordinated services.
- Develop and maintain productive relationships with churches, ministries, social service providers, and community partners.
- Represent Gateway Mission professionally in community and cross-agency settings.
- Participate in organizational leadership, planning, and initiatives as assigned.

**Personal Qualifications**

- Practicing believer in the Lord Jesus Christ.
- Active member of a local evangelical church community.
- Desire to meet physical and spiritual needs by sharing the good news of the Gospel.
- Supports and upholds Gateway Mission's Mission, Vision, Core Values, Statement of Faith, and Qualifications for Employment.

- Demonstrates commitment to continued growth in discipleship and leadership.
- Leads with integrity, humility, accountability, wisdom, and servant leadership.
- Demonstrates compassion, professionalism, sound judgment, and appropriate boundaries.

**Education/Experience**

- High school diploma or equivalent required; college degree and/or formal Bible training strongly preferred.
- Three to five years of ministry experience required.
- Three to five years of leadership experience required.
- Experience leading and developing teams and managing programs, operations, and budgets.
- Experience or knowledge related to homelessness, addiction, and appropriate accountability preferred.
- Experience or knowledge of rescue mission ministry preferred.
- Valid driver's license required.

**Knowledge, Skills & Abilities**

- Strong leadership skills with the ability to develop and hold team members accountable while demonstrating servant leadership.
- Ability to discern complex situations, evaluate information, and exercise sound judgment.
- Strong organizational and decision-making skills with the ability to manage people, programs, resources, and competing priorities.
- Ability to administer programs, policies, procedures, and departmental operations.
- Strong written, verbal, and electronic communication skills.
- Ability to build effective relationships with guests, students, employees, volunteers, community partners, and the public.
- Intermediate computer skills, including Microsoft 365, Outlook, Teams, SharePoint, and department systems.

**Physical Activities/Demands & Work Environment**

- Regularly required to sit, stand, walk, speak, and hear.
- Frequently use hands and fingers to operate office equipment and technology.
- Occasionally lift and move items up to 35 pounds.
- Ability to read, write, and interpret written information.
- Work is performed primarily in an office and ministry environment.
- Occasional evening and weekend participation may be required to support events and organizational activities.

**2 Timothy 3:16-17** "All Scripture is breathed out by God and profitable for teaching, for reproof, for correction and for training in righteousness, that the man of God may be competent, equipped for every good work." (ESV)

Employee Signature _____ Date _____

Disclaimer This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform and other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and are subject to possible modification to reasonable accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed are the minim levels of knowledge, skills, or abilities. This document does not create an employment contract implied or otherwise, other than an 'at will' relationship.

Gateway Mission is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.