

## HOPE STREET MINISTRY, INC.

### DIRECTOR OF OPERATIONS

#### Greenhouse Language

Hope Street is the Greenhouse for People on 26<sup>th</sup> and Capitol. We give broken men, women and children a safe place to grow. We **cultivate hope** and **build community** as we live out the ministry of Jesus on the northside of Milwaukee. Hope Street provides housing and healing to about 50 men, women and children whose lives have been profoundly affected by the toxic environment they grew up in, their own poor choices, and drug or alcohol abuse. Empowered by the active Grace of Christ, the staff, volunteers and members cultivate a nurturing community in which we can live, learn and develop new habits that help people flourish.

#### Cultivate Hope

A greenhouse is an environment where growth can happen. We see the hope of growth being cultivated by a mutual respect that comes from an intrinsic, divine dignity. We are all, despite our individual, cultural, and many other brokenness' created in the image of God and therefore equally invaluable. To that end as adults we will encourage each other, offer suggestions, and give examples of choices and possible consequences or outcomes. In most cases we will not make choices for others, telling them what they "need" to do. Growth comes from making wise choices, but if someone else is making most of the choices for an individual, the chance for growth and lasting transformation in that individual is minimalized or even destroyed.

#### Protect

A greenhouse is also a place that protects its "plants" from outside elements. Toxic relationships, violence, bad thought patterns, evil, unhealthy diets, lack of exercise, drugs, alcohol, are many of the norms we see in the culture right outside our doors. We refuse to allow these and other poisons in our greenhouse for people because we know they could kill any of us. We all need this protection.

#### Grow Together

Our community is led by an Individual who delights in us, even and especially in our weakness. Jesus is the source of our hope, joy, and peace. Each of us as His image bearers have the choice to allow Him, specifically His love for us to change us into even more and more of His likeness. As we receive and glory in this state of belovedness He becomes our beloved as well! In and through this communion we will love ourselves in reverence of Him and quite naturally we would love others as we see His glory in them. It is only in this community we can truly flourish.

**These are non-negotiable. We have room for lots of debate and encourage dissenting opinions, different perspectives, and downright disagreements. But all in the context of the framework of Greenhouse for People and the principles set forth above. We would love anyone who does not agree with us, but it would make no sense for them to work or live here.**

The Director of Operations works closely with the Executive Director in managing the operations of the ministry. The primary focus of responsibilities is business administration and facilities management. Delegation of various tasks to volunteers, members and vendors is an integral aspect of this position. There is also extensive interaction with members by virtue of the Director of Operations continual presence on site.

### **Office Administration**

- **Reception** – assist staff and volunteers with phone, door and member reception
- **Mail** – retrieve, open and process mail
- **Office Supplies** – track and replenish inventory of office supplies
- **Computers & Security System** – address and resolve hardware, software, online problems, and oversee computer back-up
- **Vendor General Admin** – monitor contracts, charges and services rendered by various vendors

### **Bookkeeping**

- **Accounts Payable** – process and pay invoices and other expenses
- **Accounts Receivable** – process and acknowledge membership fees, donations, and grants
- **Banking** – oversee, administer, and reconcile bank accounts
- Maintain financial accounting in online Quickbooks application
- Document Management (record, scan & file invoices, receipts, and payments)
- **Payroll** - journal entry, proper paperwork
- Provide documents and information to accountants for annual review/audit

**\*\*This includes Shechem at Hope Street during construction, and upon opening of the new facility.**

### **Fund Development**

- **Donor Admin** - input donations, generate receipts, run reports
- **Program Budgets** - create yearly budget breakdowns for each Hope Street program
- After grant narratives are complete, compiling together existing narratives & documents as needed for separate grants
- Help create, track and communicate measurable goals that align with how we think of success
- Ensuring grants, updates and foundation communication are filed in Grant Workflow after submitting

### **Building Maintenance**

- **Cleaning Oversight** (inspect premises/coordinate and oversee cleaning needs): The cleaning role is delegated to a current Hope Street member.
- **Repairs and Maintenance** (inspect premises/coordinate and oversee repairs and maintenance/replacements with appropriate vendors or volunteers): Tasks that cannot be completed by OD or volunteer, should be scheduled with appropriate vendor(s) and done within the window of time OD is present at Hope Street.
- **Pest Management** (oversee and coordinate premises pest management): Maintain a schedule for Pest Management Company to keep Hope Street common spaces and apartments pest free.
- **Grounds Management** (includes grass cutting, weed control, and snow removal)
- **Coordinate Annual Inspections** (City, Utilities, Contractors)
- **Manage annual installation & removal of AC units** (approx. 50)
- **Coordinate disposal of large items** to City dump

- Attend and Manage activities associated with Serve Saturday events
- Attend & Facilitate Operations Subcommittee meeting

**\*\*This will include Shechem at Hope Street upon opening of the new facility.**

#### **Supply Management**

- Create and manage spreadsheet of needed building materials not related to administrative needs (paint, tools, cleaning supplies etc.)
- Order cleaning supplies
- Oversee supply distribution for volunteer activities (painting, deep clean and staging of apartments).
- Assess needs for furnishing of the apartment units (receive in kind donations)

**\*\*This will include Shechem at Hope Street upon opening of the new facility.**

**This is a full-time position; the position will have an annual salary and be dependent upon work experience and expertise ranging from \$40k - \$70k. Full benefit package available upon request.**