

Site Director - Birmingham Campus

Location: Birmingham, AL

Supervisor: Executive Director

Purpose: The Birmingham Site Director will lead Hope Inspired Ministries' (HIM) Birmingham Campus, ensuring the organization's mission is fully realized within the community. As a core part of our Recruit, Train, Employ™ model, you will recruit participants from various backgrounds, including those referred from court, prison, underserved communities, and various unemployed backgrounds. You will lead efforts to provide holistic training, which includes classroom teaching, job skills development, and comprehensive wrap-around services, such as transportation to essential appointments, assistance with obtaining identification, securing housing, and other support as needed to remove barriers to success. Finally, you will ensure students gain meaningful employment, actively connecting with employers to secure interviews and job placements.

Each day at HIM begins with devotion, utilizing the book Purpose Driven Life by Rick Warren to help students discover their purpose and set goals to achieve it. This role requires a relational leader who excels at building connections with staff, participants, community leaders, and donors, as well as collaborating with municipal agencies to enhance resources and support.

Key Responsibilities

Leadership & Community Engagement

- Serve as a key representative of HIM in Birmingham, building strong partnerships with local leaders, businesses, churches, and organizations to advance our mission.
- Lead by example, engaging with students and staff in a supportive, relational way to foster personal and professional growth.
- Proactively engage employers to secure job opportunities for program graduates and set up interviews, ensuring successful employment outcomes for participants.
- Inspire and energize HIM's students, volunteers, alumni, and community partners to work together toward our mission of transforming lives.
- Build, coach, and retain a cohesive team that is passionate about making a difference in the lives of others.

Program Oversight

Ensure all aspects of the Recruit, Train, Employ™ model are executed, including

- Recruiting: Actively seek participants from various sources (court referrals, prisons, underserved communities, unemployed individuals, etc.).

- Training: Oversee classroom teaching, job skills training, and personalized wrap-around services, such as helping participants get to court, doctor's appointments, securing housing, or obtaining identification.
- Employment: Work closely with local employers to find job opportunities for graduates and arrange interviews to secure employment.
- Ensure the Birmingham program runs with excellence, regularly evaluating performance and implementing improvements.
- Collaborate with the Executive Director on strategic initiatives that expand the reach and impact of HIM in Birmingham.
- Utilize data and key metrics to evaluate progress and implement solutions to improve outcomes for participants.

Operational Responsibilities

- Work closely with the Office Manager and Grant Manager to ensure financial accuracy, timely reporting, and the completion of grant documentation.
- Prepare and maintain program-related data for internal and external reports, including grant applications.
- Oversee administrative duties to ensure efficient daily operations and long-term planning.

Qualifications and Desired Skill Sets

- Strong interpersonal and communication skills, with a proven ability to connect with people from diverse backgrounds.
- A natural networker who thrives on building relationships within the community.
- Ability to lead, inspire, and support a team, as well as mentor individuals.
- Project management skills with an ability to juggle multiple responsibilities.
- Excellent organizational skills and attention to detail.
- Public speaking experience and the confidence to represent HIM in community settings.

- Experience in recruiting volunteers, program participants, and partners to grow the program.
- Strong ethical values, with an ability to maintain confidentiality and integrity.
- A bachelor's degree and/or two years of leadership experience is preferred, but equivalent experience in nonprofit management, ministry, or community organizing will be considered.
- Proficiency in Google Suite and Microsoft Office platforms.

Travel Requirements: Must have a valid driver's license and personal vehicle insurance. Occasional use of a personal vehicle for transporting students may be necessary, although a company vehicle is provided for most transportation needs.

Salary Range: Competitive salary ranging from \$45,000 to \$50,000, based on experience and qualifications. We value the skills and dedication of our team members and are committed to providing a compensation package that reflects your contributions to our mission.

Benefits: This full-time position offers a competitive compensation package designed to support your work-life balance and overall well-being. Benefits include:

Health Coverage: Individual health insurance at no cost to the employee, with supplemental insurance options available.

Retirement Savings: Access to a 401K plan with up to a 3% employer match to help you prepare for your future.

Paid Time Off: Enjoy 15 paid holidays, 80 hours of vacation, and 80 hours of sick leave each year.

Flexible Work Option: Consider a 4-day workweek with 10-hour days to maximize your time and productivity.

Mileage Reimbursement: Receive reimbursement for travel-related expenses incurred during your work.

Life Insurance: Life insurance benefits are available after a 90-day probationary period.

Evening & Weekend Hours: Some evening and weekend hours may be required for program activities and community engagement.

Join our team and experience a fulfilling role that values your contributions while offering comprehensive support for your personal and professional growth!

Please email a cover letter and resume to John Bowman, Executive Director, at JBowman@hopeinspiredministries.org.