



STRATEGY • LEADERSHIP • SOLUTIONS

**POSITION ANNOUNCEMENT
EXECUTIVE DIRECTOR
CHUM**

ORGANIZATIONAL OVERVIEW

Churches United in Ministry (CHUM), with headquarters in Duluth, Minnesota, is a 501(c)(3) nonprofit coalition of over 40 diverse faith communities in Duluth. CHUM is dedicated to building a healthier community by breaking down the barriers that divide us, especially the barriers of economic injustice, racism, and social isolation. CHUM has 35 employees, over 300 regular volunteers, and a budget of \$2.5 million supported by a strong and reliable base of individual, congregational, foundation and government grants, and contracts. CHUM plays a major role in Duluth's continuum of care for people experiencing homelessness, hunger and social isolation, with three primary areas of work:

- **Distributive Services:** CHUM Food Shelf, Household Supplies, and School Supply Backpacks
- **Stabilization Services:** Emergency Shelter for individuals and families experiencing homelessness, a Drop-In Center (day shelter), Street Outreach, Winter Warming Center, COVID Isolation and Quarantine facilities, and supportive services for families at the Steve O'Neil Apartments; and
- **Congregational Outreach and Advocacy:** Mobilizing CHUM's congregations to support CHUM's direct services as volunteers and mobilizing congregations and program participants for legislative advocacy at the City, County, State and Federal level.

PRIMARY AREAS OF RESPONSIBILITY

Reporting to CHUM's Board of Directors, the Executive Director (ED) leads a team of staff to ensure the effectiveness and sustainability of all programs, projects, and services. The ED also helps the organization achieve its mission in partnership with aligned organizations, and serves as a community thought leader for current and emerging issues related to homelessness, poverty, equity, food security, and social justice. The primary responsibilities are:

- **Strategic Leadership and Communication:** Assist in the development of, and fully implement the short- and long-range plans of CHUM, and ensuring adequate resources and tactics to achieve them; motivate and inspire others to support the vision of CHUM financially and behaviorally. Implement board governance best practices.
- **Financial Planning and Fundraising:** Plan and implement an annual fundraising strategy; seek and maintain relationships with institutional funders; develop annual giving and other campaigns; Own a \$2.5 million annual budget. Ensure long-term financial stability; oversee the development and management of budgetary and financial controls and procedures, including annual audits; keep the Board informed of financial and operational issues.
- **Operational Planning and Management:** Develop, implement, manage, and promote a wide range of programs; maintain knowledge of developments of social justice and the issues that affect disenfranchisement of the area's most vulnerable populations.
- **Human Resources Planning and Management:** Hire, support, develop, and retain qualified and excellent staff and volunteers; ensure the smooth and efficient operation of the organization by selecting and developing effective people; foster a culture of cooperation and mutual respect, focusing on outstanding performance.

- **Relationship Management:** Serve as the public face of CHUM. Maintain strong and effective working relationships with CHUM's member congregations, aligned community organizations, state and local government agencies, and other partners in mission.

DESIRED QUALIFICATIONS

Education

- A Bachelor's degree in nonprofit management, social services, public administration, theology, or related field is required; Master's degree preferred.

Experience

- Five or more years managerial or supervisory experience in a social services nonprofit organization, government agency, or faith-based entity.
- Working, demonstrable knowledge of housing, health care, mental health, and chemical dependence systems of care—especially for marginalized populations.
- Strong personal faith and experience working in interfaith settings, ideally as an active participant in a worshipping community; theological training is a plus.
- Successful track record of fundraising through a mix of philanthropic institutions, individual donors, and government.
- Commitment to and passion for social justice.
- Ability to quickly make meaningful connections with member congregations, their leaders, and their volunteers.
- Commitment and ability to be an engaging ambassador and advocate for CHUM with key community leaders.
- Program planning, development, implementation, management, and evaluation.
- Proven administrative competence in areas such as financial management, budgeting, marketing, technology, planning, and goal setting.
- Ability to recruit, retain, and develop staff and volunteers.
- Excellent communication skills, particularly strong oral communication and presentation.

COMPENSATION

The salary range for this position is \$70K-\$90K, and is commensurate with experience and qualifications. In addition, CHUM offers an attractive benefit package.

TO APPLY

The organization will begin reviewing applications February 1, 2021. Cincinnatus invites interested candidates to send an electronic letter of introduction and résumé to employment@cincinnatus.com, or a hard copy to Employment, Cincinnatus, 2021 East Hennepin Avenue, Suite 325, Minneapolis, MN 55413.