



SEAFARERS' FRIEND

MINISTRY CAREER OPPORTUNITY

Executive Director Position

Seafarers Friend is a faith-based, ecumenical 501(c) (3) non-profit ministry serving the thousands of seafarers arriving in the ports of Boston, Massachusetts, Portsmouth, New Hampshire, Portland, Maine and Searsport Maine. Our mission at Seafarer's Friend is to extend the ministry of the churches to meet the unmet spiritual, social and practical needs of seafarers in the New England Maritime Community. Our port ministry provides visiting seafarers local transportation and shopping services, helps them contact their families, and offers them prayer, pastoral support, and advocacy in cases of human rights issues or working conditions.

As a growing ministry, the ideal candidate as Executive Director would focus on the development of the mission to minister to seafarers and in its financial resources, The candidate would be passionate about the mission and serve as the public face of the ministry. This is a full time, salaried position.

Position description:

- Supervision of all ministry programs and staff of Seafarers' Friend;
- Management of all outreach and fundraising efforts of Seafarers' Friend, including organization of fundraising events, grant writing, regular communication with donors and ministry partners, presentations about Seafarers' Friend to supporting Churches or organizations, participation at other events that strengthen the ministry or the resources of the ministry, and oversight of any official social media outlets;
- Serve, when necessary, as ship visitor to provide pastoral care and humanitarian support, worship upon request, telecommunications support, and transportation of seafarers to nearby shopping venues;
- Collaborate with partner ministries and ships' agents, individuals in industry, government or labor to respond to seafarer problems, as needed;
- Report to board of directors and assist board chair in organization of board meetings;
- Develop long-term, strategic plans for the ministry;
- Provide active encouragement of prayer and spiritual fellowship for board, volunteers, and staff;

Requirements include:

- Minimum 5 years' management or ministry experience in a church or non-profit Christian organization;
- Strong commitment to the Christian ministry;
- Minimum a Bachelor's degree;
- Strong fundraising and donor management skills and experience;
- Strong administrative and organizational skills;
- Ability to work with and serve those from diverse cultures, backgrounds and religions;
- Proficiency in computer applications (Word) and Internet tools (Email, Facebook, Zoom,) is essential;
- Editorial experience with print or online newsletters or publications is a plus;
- Willingness to work outside of regular hours when required;
- Knowledge of the maritime world or previous sea-going experience is advantageous;
- Driver's license and willingness to drive van as required;
- Ability to qualify for a TWIC card to enter port facilities required (disqualifying offenses listed here: <https://www.tsa.gov/disqualifying-offenses-factors>)
- Ability to work effectively in a Christian ecumenical setting is essential;
- Ability to operate both independently and collaboratively;
- High level of professionalism and confidentiality;

Salary will be commensurate with experience. Strong possibility of salary increase if fund-raising and ministry targets achieved.

For more information on application, requirements please contact:

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