



Open Arms Hispanic Ministries

1305 W. Market St., Orrville, OH 44667

Executive Director Job Description

EXECUTIVE DIRECTOR: OPEN ARMS HISPANIC MINISTRY

OPEN ARMS MISSION: We welcome, accompany, and partner with Latino immigrants in building a safe and sustainable life.

POSITION: Administer the programs, and strategic plan of Open Arms Hispanic Ministry (OAHM), which works to address the physical and spiritual needs of primarily Latino immigrants. Meet with supporters, and community members, business leaders and churches.

GENERAL RESPONSIBILITIES

1. Work with board and staff to ensure that our mission is fulfilled through programs, strategic planning and community outreach.
2. Responsible for:
 - Program implementation
 - Supervises paid and volunteer staff
 - Be active and visible in supporter and client community
 - Works closely with other non-profit and governmental organizations to coordinate resources
3. Finances:
 - Develops donor and grant resources
 - Lead efforts in fundraising
 - Support 2-3 fund raising events annually
 - Promote the mission of Open Arms in media
 - Works with Treasurer to create proposed annual budget,
4. Reports to board of directors

TYPICAL MONTH:

- 10% fundraising contact with supporters (personal meetings, Sunday morning preaching, board meetings, etc)
- 10% engaging with city officials, police, schools, and so on.
- 20% organizing/planning/office administration
- 30% meeting with families, ministry, prayer
- 20% providing direct physical help (ie, transportation, organizing medical appointments, etc)

This information was provided by the current executive director. Time spent on each type of work varies widely on a day-to-day basis, depending on the needs of the community we serve and events.

REQUIRED:

- Open Arms is a faith based organization sponsored by the Mennonite Church. The Executive Director must be a Christian who welcomes Mennonite beliefs.
- Full conversational fluency in English and Spanish.
- Driver's license
- 45-55 hours per week, occasional evening and weekend availability

HELPFUL:

- An understanding of the immigrant experience, immigration issues and immigration law
- Experience working in Central and South American cultures
- Secondary education or experience in ministry, non-profit administration
- Five passenger, reliable, insured vehicle (expenses reimbursed)
- Immediate availability

HIGH DEGREE OF AUTONOMY: Executive Director reports to the board, which measures performance based primarily on outcomes.

GENEROUS COMPENSATION: Commensurate with experience and based on the salary guidelines published here, <https://www.mennoniteusa.org/resource-portal/resource/pastor-salary-guidelines/>. Health insurance and Simplified Employee Pension (SEP) available.

WHO WE ARE: Open Arms was founded as an all volunteer organization in the late 1990's by Raul Tadeo. Today, the organization has an annual budget of about \$130,000, three paid staff and about 50 volunteers. We serve immigrants primarily in a two county area. We have a vibrant community of supporters and are currently operating with a budget surplus.

INTERESTED IN APPLYING? Contact EDsearch@Open-Arms.us