

The City Mission of Findlay

The City Mission of Findlay is a non-profit Christian ministry that provides emergency services to the homeless and hungry in Hancock County by providing shelter, support, and opportunities for transformation to those in need. The operations include a 120-bed shelter for men and women, a separate shelter for women with children, a low barrier shelter, and a thrift store, with an operating budget exceeding \$2 million. Services include case management, job readiness, life-skills programming, discipleship classes, transportation, meals, compassion, and hope.

The Community

Findlay, Ohio has been named the top micropolitan city in the United States eleven years in a row. Findlay is the headquarters for a fortune 500 company, has an independent health care system, supports its own performing arts center, has a vibrant downtown with a diversity of restaurants, and has excellent schools and a community with many philanthropic-minded residents.

Executive Director Position Overview

This is the top leadership role responsible for overseeing all operations, staff, finances, programs, fundraising, and strategic direction of the mission. The Executive Director is expected to lead from a Christian, servant-leadership perspective while ensuring the ministry stays aligned with its faith-based mission and values.

Core Responsibilities

Leadership & Operations

- Lead and manage the entire organization in alignment with biblical principles and board policies.
- Supervise hiring, staff development, performance management, and organizational culture.
- Delegate day-to-day operations while maintaining oversight.
- Foster accountability, teamwork, growth, and operational excellence.

Strategic Planning

- Work closely with the Board and leadership team on long-term planning and ministry growth.
- Develop and execute organizational goals and strategic initiatives.
- Maintain the “big picture” vision while addressing current ministry needs.

Fundraising & Community Relations

- Serve as a public representative of the mission in the community.
- Build relationships with donors, foundations, corporations, churches, and agencies.
- Partner with the Development Director on fundraising strategy and visibility efforts.
- Conduct media and public outreach related to homelessness, addiction, and community needs.

Financial Oversight

- Monitor financial health and ensure responsible stewardship of resources.
- Prepare and manage budgets with department managers.
- Ensure legal and regulatory compliance for financial records and operations.
- Develop contingency plans for financial shortfalls.

Board Relations

- Attend and report to Board meetings regularly.
- Provide detailed ministry and financial reports.
- Support board education, committee work, and governance processes.

Program Oversight

- Evaluate and improve ministry programs and client services.
- Ensure programs effectively address physical, emotional, and spiritual needs.

Required Qualifications

- College or Seminary degree required.
- Minimum 5 years leadership/management experience.
- Preferably 10 years in ministry leadership, especially rescue mission or similar ministry environments.

Salary and Benefits

Salary plus annual performance bonus

80% paid personal medical insurance

Paid Time Off

Paid Life Insurance

Paid attendance at two conferences or trainings per year

Education reimbursement program for post graduate work or certificate programs