

Peace House Community (PHC)
MANAGER JOB DESCRIPTION

REPORTS TO

The Manager directly reports to and receives work direction from the designated PHC Board officer.

SCOPE OF WORK

The Manager is responsible for the overall operations and ensures that Peace House Community is a non-violent, welcoming and inclusive community for all who come.

HOURS OF WORK

9:00 AM – 3:00 PM, Monday through Friday plus monthly Board meetings from 3:00 PM – 5:00 PM.

Job Duties include but are not limited to the following:

ADMINISTRATION

- Provides direction to Daily Lead Volunteers, when required.
- Works with other staff members and lead volunteers on special projects as needed.
- Submits a monthly Management Report to the Board, and attends monthly Board meetings.
- Acts as a bridge between the Board of Directors and the community members.
- Is knowledgeable about the Ventura Village and Phillips neighborhood and the transient and underserved populations.
- Represents (or appoints someone) PHC at neighborhood and agency meetings as warranted.

EMPLOYEE MANAGEMENT

- Directs, coaches and manages the PHC Staff; responsible for hiring and firing including conducting annual performance reviews. Conducts regularly scheduled staff meetings.
- Responsible for the payroll process; ensures and approves that daily time sheets are complete and reports payroll weekly time to PHC Treasurer.
- Helps the Board of Directors keep the Employee Handbook, and all policies and procedures up to date and in alignment with any federal/state requirements.
- Helps staff answer PHC telephone, takes messages and transfers calls as appropriate.
- Communicates work-related issues to PHC Board officer on a timely basis.
- Identifies and hires community members to do special jobs both inside and outside, as required.
- Keeps and has available daily all PHC keys.

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BUILDING AND DAILY OPERATIONS

- Helps the staff keep Peace House Community a safe environment.
- Is familiar with operation of Surveillance Equipment. Coordinates with Building and Security Management Committee member for Archiving of Events recorded. Ensures that a record is kept for security actions about community members.
- Monitors building needs.

FUND DEVELOPMENT

- Helps the Fund Development Committee develop an annual Fund Development Plan which is approved by the Board.
- Helps the Fund Development Committee plan, coordinate and assure implementation of strategies to develop donors and contribution to the organization. Ensures development and maintenance of appropriate systems for fund development including but not limited to donor management, research, cultivation, gift processing and recognition. Maintains accountability and compliance standards for donors and funding sources.

VISIONARY STRUCTURE AND PROGRAM DEVELOPMENT

- Helps the Board of Directors develop new programs and services including an advocacy program for the homelessness/marginalized community in Minneapolis.

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MINIMUM JOB QUALIFICATIONS (Knowledge, Skills, Abilities):

- Bachelor's Degree
- Experience working with homeless or otherwise marginalized women and men.
- Proven experience in administrative and management situations which necessitated strong high human relations skills.
- Ability to maintain a high level of confidentiality.
- Ability to manage the transition from an all-volunteer organization to a professionally-managed operation.
- Experience in fundraising: grant writing and reports, direct requests, and donor management.
- Ability to develop and maintain appropriate and effective relations with community members, board members, volunteers, partners, and vendors.
- Fiscally prudent; abide by the AFP Code of Ethics, Charities Review Standards and related standards.

ATTRIBUTES/BEHAVIOR

- Possesses ability to work in a ministry environment; is mission-driven.
- Is respectful to fellow staff members, community members, visitors, and volunteers.
- Seeks solutions to problems/concerns through effective communications with other PHC staff members and the Board of Directors.
- Is able to anticipate issues and opportunities.
- Demonstrates a welcoming and listening attitude.
- Possesses ability to be flexible when interacting with others.
- Functions as a team member.

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INFORMATION REQUIREMENT

Name: _____

Address: _____

Email: _____

Telephone Number: _____

Social Security Number: _____

Read and Sign: Peace House Employee Handbook and submitted a signed Employee Receipt and Acceptance Form.