



*Envisioning a community in
which everyone is given the
opportunity to thrive and
live with dignity.*

Resource Connection & Support

Centralized Helping Fund

Addie's Attic Clothing Bank

Basic Essentials Hygiene Pantry

JOB OPENING: DIRECTOR OF BRIDGING THE GAP

Bridging the Gap is looking for its next leader to help guide it into the future.

Overview

Bridging the Gap (BTG) is a low-barrier community resource serving individuals and families who are experiencing generational or circumstantial poverty, often with additional challenges including homelessness, being new to the country, substance use disorder, domestic violence, and mental illness.

BTG was formed in 2017 to weave together three existing programs and currently operates as a nonprofit ministry of Emmanuel Lutheran Episcopal Church in Augusta, Maine. BTG has a staff of 8, many of whom have experienced similar situations to those who walk through our doors.

BTG believes that everyone should be given an opportunity to thrive and live with dignity and strives to support immediate need and address long-term solutions. BTG's programs include Addie's Attic Clothing Bank, Everyday Basic Essentials Hygiene Pantry, the Centralized Helping Fund and Resource Connection. Collectively, these programs now impact over 3,600 unduplicated individuals annually.

Reports to: Leadership Team of Emmanuel Lutheran Episcopal Church

Primary Purposes of Position

The new Director of Bridging the Gap will inherit an established team of employees who are from all walks of life. A key purpose of the position is

- To guide, inspire and support staff to function at their best individually and as a cohesive team

Additional purposes are

- To ensure that Bridging the Gap remains rooted in its mission, guided by its core values and inspired by its vision
- To support the evolution of Bridging the Gap in ways that will ensure its overall sustainability
- To maintain public relations and engage in relevant community conversations

Examples of Specific Responsibilities

Finances, Fundraising and Donations

- Create and track an annual budget
- Write and track grants and an annual appeal and identify new funding opportunities
- Process incoming monetary donations according to best practices and maintain consistent contact with the bookkeeper
- Write and send acknowledgement letters in a timely manner

Human Resources and Staff Management

- Oversee all staff and ensure they have what they need to perform their roles to their fullest potential
- Report employee hours to payroll
- Facilitate monthly staff meetings
- Conduct performance reviews for staff

Office Management, Reporting and Record Keeping

- Write and send monthly reports to various stakeholders
- Maintain confidential files and archives
- Help ensure that office supplies and supplies for daily operation are on hand

Public Relations, Communications and Marketing

- Oversee marketing plan
- Keep partners and funders updated as necessary
- Create press releases as appropriate
- Accept speaking engagements as appropriate
- Engage in relevant broader community conversations, committees, and task forces

Organizational Development

- Keep up to date on best practices
- Foster a positive and respectful work environment
- Maintain open communication with the Leadership Team and staff
- Ensure that BTG is operating within its legal bounds

The Ideal Candidate Will

- Leave biases at the door
- Have a naturally friendly disposition
- Display excellent boundaries
- Demonstrate a thorough understanding of ethics in a social service setting
- Communicate clearly and respectfully
- Have the ability to shift focus quickly to meet staff and client needs
- Be open-minded and able to think things through

Qualifications

- College degree
- 3 years of experience leading an organization or program in the social service field
- Professional experience related to homelessness, poverty, mental health and/or substance use disorder
- Knowledge and experience in organizational development
- Working knowledge of Google Documents, Microsoft Office, and basic office equipment

Desired Core Competencies

- **Composure:** Is cool under pressure; is considered mature; can be counted on to hold things together during challenging times; does not take things personally
- **Emotional Intelligence:** Is intuitive, able to recognize the complexity of being human, and can effectively navigate difficult situations
- **Organization and Time Management:** Is naturally organized and uses time productively and efficiently; knows when to take a break/relax/chat and when to re-focus on the tasks at hand
- **Integrity and Trust:** Responds to situations with consistency and reliability; maintains confidentiality; practices direct, honest, and transparent communication
- **Interpersonal Relationships:** Is easy to approach and talk to; is self-aware; relates well to all kinds of people; builds appropriate rapport; shows patience

- **Boundaries/Ethics:** Can set and maintain firm boundaries; shares appropriately with those seeking assistance
- **Balanced:** Displays a combination of practicality, passion, clear-headedness and compassion

Hours, Pay and Benefits

This is an exempt position. Salary is based on a 35-hour work week.

Salary: \$50,960

Two-weeks of vacation plus additional sick days and holidays

Access to an employee assistance fund

Start Date

Mid-November and will include overlap with the current director

To Apply

Send resume, cover letter and 3 references (at least 1 professional) to bridgingthegapaugusta@gmail.com
no phone calls please