



ROLE DESCRIPTION

Title: Vice President, Employment Network

DEPARTMENT: Employment Network (EN)

REPORTS TO: Chief Program Officer

CLASSIFICATION/ STATUS: Full-Time Exempt (Office hours may include evenings or weekends on occasion to engage with volunteers.)

WORK LOCATION: Primarily 1805 Dalton Avenue, Cincinnati, Ohio 45214 & Hope House Mission, Middletown, OH.

DIRECT REPORTS: EN Operations Manager, Community Liaison, Employer Engagement Manager, and Career Advocates

ORGANIZATIONAL OVERVIEW:

City Gospel Mission has served under-resourced individuals and families in the Greater Cincinnati region for more than a century. We provide transformational programs focused on food & shelter, recovery support, employment assistance, and youth programs and services that enable long-term life change for participants. We partner with donors, volunteers, churches and the community at large to provide restoration and lasting hope.

As part of our continued growth and regional collaboration, Hope House Mission in Middletown, Ohio will fully merge with City Gospel Mission on January 1, 2027. This integration will expand our ability to serve the Northern Cincinnati and Mid-Miami Valley communities.

GENERAL STATEMENT OF DUTIES & RESPONSIBILITIES:

The Employment Network is City Gospel Mission's team that enables our program participants get ready to shine in the job market. We help people understand God's purpose for work, so they can effectively pursue their individualized plans to secure employment. We walk alongside our participants to help them achieve their plans which could include, jobs/career awareness, job-skill assessments, resume preparation, interviewing readiness, and other job seeking tools. A big part of the work is to development employer partnerships that connect our program participants with employment opportunities. Some employer partners are seeking to hire people who need a second chance. Other partners are seeking employees who are coming from under-resourced communities and some just want great employees that we may have in our network. The Employment Network VP is responsible for stewarding programming and leading the team that delivers this work. This person works internally and externally to meet participant needs and to grow this part of our ministry.

MAJOR POSITION RESPONSIBILITIES:

1. Conduct the work of Executive Leadership in a way that is consistent with the ministry's core values of being: Godly, builders of meaningful Relationships, Compassionate and focused on Positive Transformation for Ourselves and Participants in our Programs.

2. Design and maintain programming and services to address client needs related to employment, understanding that our residents and participants may have special needs.
3. Provide coaching and training to direct reports as they manage the day-to day operations for their work. This includes having regular one-to-one meetings and providing support and resources that enable each of them to lead well. Ensure that employee performance plans are in place across the department, reviews occur annually, CGM policies are followed and the department works well across all CGM.
4. Manage the day-to-day operations and planning processes for Employment Network. Annually review its objectives and goals in relationship to changes in the environment and the needs of our community. Using this information, establish priorities and provide benchmarks for evaluating the achievement of its goals and objectives. Meeting WINS is a critical part of this work. *(WINS is the methodology that City Gospel Mission uses to measure our impact on the head, heart, body and soul of participants.)*
5. Expand brand awareness for Employment Network as a strong community asset.
6. Ensure adherence to federal, state, and local regulations.
7. Work with HR to hire, train, supervise and evaluate employees as needed. Work with the volunteer partner team to effectively utilize volunteers.
8. Work with the Development Team to partner on advancement efforts.
9. Work with Accounting, to build and manage the fiscal year budgets. Manages budgets for financial sustainability and maximized funding.
10. Partner with our Facilities personnel, to ensure the maintenance and cleanliness of physical properties and grounds.
11. Complete all reports, assignments and miscellaneous tasks as requested by the President of City Gospel Mission.
12. Work collaboratively as part of the CGM Leadership Team to achieve organizational goals.
13. Pray regularly for participants, employees, volunteers, at CGM and HHM. We value the power of prayer and encourage employees to pray. Spiritual growth is encouraged but not forced on residents. We believe praying for our clients has a positive impact on participants, employees, partners and volunteers.

As with all CGM staff members, the person in this role will complete other work-related duties as assigned.

PERSONAL REQUIREMENTS:

1. Have the personal experience of receiving, by faith, Jesus Christ as Savior and Lord and be actively involved with a local church.
2. Have a passion to see men, women, and children come to know Jesus Christ as their personal Savior and Lord.
3. Have a personal fellowship with the Lord, which includes daily prayer and Bible study.

4. Agree with and sign the statement of faith and mission essentials of City Gospel Mission.
5. Have a personal conviction to serve people of all ethnicities with genuine care and equity.

PHYSICAL REQUIREMENTS:

1. The person in this role will drive to the sites where our programs take place on a regular basis.
2. She/he must descend/ascend stairs, be able to lift or move up to 25 pounds of office equipment or furnishings in an office and residential dorm setting.
3. The person in this position frequently communicates with program participants and staff who have inquiries about daily tasks or changing conditions. She/he must be able to verbally exchange accurate information in these situations.

SKILLS AND EDUCATIONAL QUALIFICATIONS:

1. Bachelor's Degree is required. A Master's in Business Administration, Public Administration, or related field is preferred. Equivalent extensive experience may be considered.
2. Experience with trauma informed care or working with under-resourced populations is critical.
3. The ability to build relationships with potential employers is critical.
4. Intermediate to advanced experience with Word, Excel, Google Suite.
5. Ability to communicate orally and in writing, clearly and effectively but internally and externally.
6. Ability to manage projects is key.
7. Cultural competency and a commitment to equity.

CORE COMPETENCIES:

1. Servant leadership grounded in Christian faith.
2. Strategic thinking, organizational management, and attention to detail.
3. Cultural humility, trauma-informed, and person-centered approach.

WORKING CONDITIONS:

1. On-site presence with flexibility for evenings/weekends for occasional events or community engagement.
2. As with all CGM staff members, the person in this role will complete other work-related duties as assigned.

COMPENSATION & BENEFITS:

Competitive salary commensurate with experience.

Benefits: health insurance, retirement plan, paid time off.

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