

*We exist to exalt Jesus Christ, become His fully devoted followers
and share His grace and truth with all people.*

**DIRECTOR OF SPARROW FURNITURE
SALEM ALLIANCE CHURCH**

Department: Administrative
Supervisor: Executive Pastor
Supervises: Yes
Volunteers: Recruits, Develops, Places, Encourages
Exempt Status: Exempt
License Requirement: No

GENERAL STATEMENT OF DUTIES: Consistent with the mission statement of Sparrow and under the leadership of the Executive Pastor of Salem Alliance Church, the Director leads a team of employees to implement a training program for refugees in a woodworking and refinishing environment, managing both business and ministry objectives.

DISTINGUISHING FEATURES OF POSITION: The Director oversees the day-to-day business operations of Sparrow including the supervision, training and evaluation of employees, sales & marketing of furniture and home goods, the maintenance of equipment and physical environment, and the adherence to the ministry objectives. The director receives general supervision from the Executive Pastor and business operational input from the Sparrow Advisory Council, a volunteer leadership team with business experience that provides regular advisory direction regarding the operations of Sparrow Furniture. The Director is distinguished from the higher classification of Executive Pastor who is responsible for the overall administrative and organizational affairs of Salem Alliance Church. The Director is distinguished from the lower classification of Manager by its broad leadership expectations, higher independence within a specific scope of services, and focus on visioning and development.

CORE JOB FUNCTIONS: An employee in this classification shall perform Core Job functions as outlined below. However, these core job functions do not include all of the specific essential functions that an employee may be required to perform, nor would an employee be required to simultaneously perform all functions listed below.

Director of Sparrow Furniture will accomplish all job duties in a way that models, promotes and teaches the importance of following Jesus in every aspect of life so as to fulfill the church's mission to reach the lost of Salem and the world for Christ.

1. Leadership

- Provides strategic and visionary leadership to Sparrow Furniture retail operations and ministry objectives
- Effectively leads, pastors, manages and develops each member of the Sparrow team as well as leads staff meetings and any relevant training

- Leads and guides the business towards sustainable growth and profitability in collaboration with the management team
- Effectively tends to his/her soul and actively pursues personal spiritual growth and development through spiritual disciplines (e.g., prayer, Bible reading/study, soul care, spiritual relationships, church attendance).

2. Operations & Finances

- Monitors the day-to-day operations of the business ensuring administrative, HR and accounting tasks are completed in a timely manner
- Designs and creates products that appeal to the customer base and brand, ensuring systems are in place to consistently produce high-quality products.
- Continually assesses the key roles and responsibilities necessary to maximize performance and assigns as appropriate, to managers, employees and key volunteers.
- Creates annual budgets in conjunction with Salem Alliance Director of Finance and Executive Pastor that both accurately forecasts expected results and sets goals for growth.
- Ensures that strong wholesale relationships are developed for Sparrow to grow wholesale accounts.
- Provides oversight for grant opportunities for Sparrow Furniture, ensuring that applications and grant reporting requirements are submitted accurately and timely.

3. Sales & Marketing

- Oversees and manages the showroom, community markets, website sales, wholesale sites, shipping, customer service, and sales staff.
- Regularly performs research to keep product pricing current and within an acceptable range compared to similar products in the market.
- Oversees custom sales request process, including customer communication, quotes, and order fulfillment. Ensures custom sales orders are priced to produce a profitable margin.
- Promotes Sparrow's mission and sales through marketing and monthly newsletters or updates on special promotions
- Manage all social media platforms (instagram, Facebook, etc) and digital catalogs & product line sheets
- Oversee the showroom day to day operations such as POS system, credit card readers and processors, new products, community market administration and management.

4. Human Resources/Training

- Interviews and hires staff in cooperation with Human Resources staff and in alignment with the vision and mission for Sparrow Furniture.
- Designs & implements apprentice reviews measuring language skills, work skills and employability

- Consistent with organizational guidelines and timeframes, completes comprehensive employee reviews for each direct report and ensures that the supervisors complete comprehensive reviews for their direct reports.
- Trains, coaches, and gives feedback to management staff in their roles.
- Encourages and trains managers in cross cultural and interpersonal development.

5. Social Impact & Networks

- Seeks to maximize the impact of the vision and mission on the community.
- Monitors and manages the brand identity and reputation actively seeking to positively grow the Sparrow Furniture brand.
- Builds a strong donor base and applies for grants consistent with the vision and mission of SF to help offset operational and capital expenses.
- Oversees the social media and website functions and seeks to ensure that the messaging promoted through these media are consistent with the vision, mission and branding for Sparrow Furniture and Salem Alliance.
- Builds and fosters community connections, often representing Sparrow at community events (Salem Chamber, Community building blocks, etc).
- Develops social impact components for each business, such as evaluating the business model for social impact, English language learning, and job coaching.

ESSENTIAL JOB FUNCTIONS

1. Models for the staff and church family the life of a fully-engaged “partner” at Salem Alliance Church (e.g., completes the partnership process in a timely manner, regular attendance at weekend worship, regular financial giver, volunteers in other ministry areas).
2. Consistently attends and participates in assigned meetings and events (e.g., SF staff meetings, SAC staff meetings, biennial church staff retreats).

MINIMUM POSITION REQUIREMENTS: 5-7 years of experience in business and retail experience, with at least three years in supervisory position. A bachelor's degree in related field is preferable or a combination of education and experience that provides the:

Ability to:

1. Build and maintain strong teams and interpersonal relationships.
2. Supervise personnel, direct their work and evaluate performance.
3. Build and manage systems, processes and procedures within a retail establishment.
4. Communicate effectively in writing: letters, brochures, webpage.
5. Use, with competency, computer software for such programs as, word processing, spreadsheet, e-mail, publishing and database management.
6. Prioritize multiple tasks and maintain organization.
7. Contribute to a positive work environment
8. Work a flexible schedule

PHYSICAL, EMOTIONAL & MENTAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee must possess: mobility to work in a standard office setting and to use standard office equipment, including a computer, and to attend meetings and events at various sites within and away from the church, strength to lift and carry materials weighing up to 20 pounds, arrange furniture and equipment, vision to read printed materials and a computer screen, and hearing and speech to communicate in person and over the telephone. While performing this job, the employee is regularly required to sit at a desk or stand in the showroom for several hours at a time, to walk, use hands, reach with hands and arms, stoop, kneel, crouch or crawl. The employee must have the physical stamina to work flexible hours including evenings, weekends and holidays.

While performing the duties of this job, the employee must be mentally alert and must possess the ability to: multi-task and maintain concentration in spite of frequent interruptions, accommodate flexible working hours that may include evening, weekend or holiday services/meetings, make presentations before groups, and coordinate, communicate and cooperate with many staff, numbers of church attendees and volunteers.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee often works indoors and is required to use standard office equipment. Several times each week, the employee may work in meeting rooms. The employee may need to walk up to two blocks to various locations on the church campus. The employee may climb ladders or use step stools to retrieve and store materials. The employee may several times each week drive to shop for materials and supplies and to attend off-campus meetings, trainings and church events. The employee is required to work closely with and gain the cooperation and involvement of a diverse group of people from various cultures and various personal habits.