

Mission

New City Kids' mission is "loving kids for change to create a community of academic, leadership, musical, and spiritual development." The program has a two-tiered structure, each tier complimenting the other. First, New City Kids operates a highly structured academic and performing arts focused after school center for 70 at-risk children ages six to thirteen, four days a week. But what really makes the after school center unique is the second tier. Instead of staffing the program with paid adults or volunteers, 35 high school students are employed. These 450-hour internships are designed to open teens' eyes to their own amazing abilities and to awaken them to the joy of leadership, the goodness of earning money, the attainability of a college education and the transforming power of God's love.

Position Summary

The Site Director will lead and manage a staff of experienced, high-energy youth workers as a well-balanced team to run both tiers of New City Kids' program. This will require good management skills. The Site Director will also keep the highly creative and talented team moving in a coordinated direction. This will require strategic planning skills and an ability to grasp and communicate the vision. But to be an effective leader of youth leaders, the Site Director must also be a practitioner. They must enjoy being with kids and model what it means to never give up on kids. This will require a missionary zeal for urban children. Finally, the Site Director must be an ambassador for the mission and pro-actively foster relationships with donors who can support the work. This will require good organizational and communication skills.

REQUIREMENTS

- Two years executive-level leadership running a team of goal-driven director-level staff
- Nonprofit leadership experience preferred
- Fundraising experience preferred
- Bachelor's degree required
- Must enthusiastically affirm [New City Kids statement of faith](#)

SCOPE AND RESPONSIBILITIES

Vision and Ownership (10%)

- Own the vision of New City Kids and allow God to use you in your strength and brokenness to do whatever it takes to bring transformation to children.
- Be a spiritual leader to your staff, modeling what it means to follow Christ on a mission.

Generate Organizational Income (30%)

- Donor development – work with the President to implement a care plan for all Grand Rapids donors including three or more donor and networking meetings per week.
- Grant writing – work with President to research, prospect and write grants.
- Connect with all supporting churches – deploy team to preach, lead worship, lead adult education sessions, and present mission updates ten to twelve times per year.

Oversee and Develop Effective Programming (30%)

- Love kids. This is a professional position with targets and reporting. But nothing replaces the personal calling to love, pray for and "will" kids into hope.
- Make sure that New City Kids maintains its level of quality in each of the four parts of its mission by overseeing adequate training and using quarterly reports to keep staff aligned to vision and effectiveness.
- Maintain a symbiotic relationship between programming and fundraising.

Oversee, Hire and Train Staff (25%)

- Keep staff focused on big picture by constantly helping them look one, two, and six months out.
- Be responsible for the recruitment, hiring, caring for and release of all staff.

Represent New City Kids to the Greater Community (5%)

- Establish sound working relationships and cooperative arrangements with community groups and organizations, including West Side Collaborative, Stocking, and Harrison Park school community meetings and other collaborations and coalitions operating on the northwest side of Grand Rapids.
- Keep strong relationships with broader New City Kids community.

DETAILS

- **Compensation:** \$60,000-\$75,000 DOE
- **Hours:** Full time (including two nights per week during school year and twelve Sunday church visits per year)
- **Benefits:** 90% health insurance premium paid and HSA
- **Reports to:** New City Kids President