



City on a Hill (COAH) is a non-profit, Christ-based ministry whose mission is to provide low-cost space to other ministries. It owns and operates 2 facilities in the heart of Zeeland, Michigan. God has blessed COAH with 39 ministries that lease space at these facilities. These ministries range in size from a single office to thousands of square feet of space. Some ministries serve people locally, some regionally and some do their work around the world. COAH also owns and operates 4 ministries of its own that are included in the 39 noted above. These are the COAH Café, COAH Health Clinic, COAH Doors of Hope and the Leader Renewal room.

The COAH Executive Director handles initiating and renewing leases, maintains good relationships with and between ministries at COAH, and coordinates with volunteers and contractors to ensure that the building meets the needs of the ministries in it. The Executive Director also provides support and supervision, through each area's manager, for the 4 ministries owned and operated by COAH. The Executive Director is the face of COAH to the community and engages with donors, city staff, area businesses, and other non-profit organizations in the Zeeland/Holland area. The Executive Director is the link between the COAH Board of Directors and the COAH organization. She/He is supervised by, and provides support to, the Board.

Responsibilities

Promotes the mission and vision of COAH internally to our partners and externally in the community. The Executive Director serves as a spiritual leader and shepherding presence for board, staff, tenants and volunteers of COAH.

Board

- Participates in all COAH Board meetings and contributes to the Board Teams (Executive, Mission, Facilities & Operations)
- Other duties as may be assigned by the Executive Team or the Board

Facility

- Oversees facility maintenance and improvements (interior and exterior) in cooperation with Facilities & Operation Team of the Board
- Fields and addresses facility needs of each ministry at City On a Hill in a relational manner
- Point of contact for outside vendors and contractors

Fundraising

- Donor recruitment and cultivation of existing donor base
- Facilitates the COAH Development Plan for fundraising and adjusts the plan over time as needed
- Creates and oversees budget for COAH and supports each COAH-owned ministry director with overall financial management and accountability

Staff, Tenants, & Volunteers

- Main contact with the ministries that reside at COAH; cultivates a significant relationship with leadership staff of each ministry
- Volunteer recruitment and management of existing volunteers
- Recruits new ministry partners and works to establish and maintain positive relations with and between ministry partners
- Supervision of COAH owned ministries: Cafe, Clinic, Doors of Hope, and Leader Renewal; accomplished through close connection to the Director of each ministry
- Supervises and directs the COAH Staff (Development Coordinator, Accountant, etc.)

Qualifications

- Leadership experience including management
- Committed Christian who clearly demonstrates a personal faith walk with Christ and sincerely loves their neighbor as themselves.
- Relationally gifted with a network oriented mindset for recruiting volunteer skillsets, board expertise, and potential tenants that would be a good fit for COAH.
- Excellent interpersonal and public speaking skills with ability to convey vision
- Ability to create and maintain a budget as well as interpret financial statements
- Bachelor's degree or equivalent work experience

Salary & Benefits

City On A Hill offers a salary that is competitive with similar sized nonprofits in the area. The Executive Director position offers a match of up to 3% of wages to a 403(B) retirement plan, and paid vacation weeks.

City On A Hill is an equal opportunity employer.

Interested in applying?

If you believe God might be leading you towards this position, send your cover letter and resume to COAHedsearch@gmail.com by September 26, 2022.