

# Scarlet Hope<sup>®</sup>

## Ohio Area Director

September 2022

---

### Agreement of the following Roles & Responsibilities:

**Location: Scarlet Hope Ohio (must be located near Dayton, Columbus, or Cincinnati).**

The Scarlet Hope Ohio Area Director is responsible for carrying out the mission of Scarlet Hope in Ohio. The Director will have three main areas of responsibility: (1) Operations, (2) Team and Program Leadership, and (3) Fundraising. While the ultimate goal of Scarlet Hope is to share Jesus with women in the AEI, we believe that it is necessary for us to follow the best practices, have a team join us in our efforts, and allow donors to come alongside us in accomplishing this mission.

### Responsibilities Defined:

#### **Operations, Planning, and Administration**

- Ensures that the Mission and Vision of Scarlet Hope are carried out in Ohio.
- Responsible for carrying out the Operating Agreement between Scarlet Hope Inc and Scarlet Hope Ohio
- Responsible for the overall health and sustainability of Scarlet Hope Ohio.
- Creates an annual strategic plan and action steps to meet desired goals.
- Creates and Implements annual Budget.
- Leads the Scarlet Hope Ohio Advisory Board
- Collaborates with Scarlet Hope Inc to implement the policies, procedures, and reporting mechanisms of Scarlet Hope Inc.
- Performs basic financial tasks including (but not limited to) maintaining all records for bookkeeping and tax documentation.
- Files monthly, quarterly and annual reports on behalf of the organization with Scarlet Hope Inc, Secretary of State, IRS, etc.
- Works with Scarlet Hope Inc to ensure that Scarlet Hope Ohio is in compliance with state and federal regulations while following operational and financial best practices.

- Attend the Annual Directors' Strategy meeting. (location varies)
- Participates in monthly coaching calls with Scarlet Hope Inc.

### **Team and Program Leadership Responsibilities**

- Recruit and Screen individuals to join the Scarlet Hope Ohio Team utilizing SH processes.
- Identify, Train, and Oversee City Outreach Coordinators (volunteers or PT staff) to facilitate Outreach in various cities in Ohio (currently Cincinnati, Columbus, and Dayton)
- Train and Equip volunteers to carry out the mission and vision of Scarlet Hope in their specific city,
- Oversee at a high-level all individuals involved in Scarlet Hope Ohio (whether staff or volunteer).
- Execute Text Outreach on a weekly basis and refer clients to resources in their specific city.
- Oversee case management and resources for the women that we serve.

### **Development, Fundraising, and Community Relations**

- Share the vision and message of Scarlet Hope with local groups and at events to raise awareness.
- Responsible for raising the funds necessary for Scarlet Hope Ohio to meet its strategic goals.
- Network and meet with donors to grow the influence and financial position of the organization.
- Lead fundraising efforts in an effective and passionate way to mobilize people to give towards the mission.
- Be a representative of Scarlet Hope Ohio in the community and network with existing ministries.
- Build relationships with donors by showing appreciation and maintaining ongoing communication in order to keep donors in touch with the organization and up to date on current affairs.
- Meet with church partners and build influence within the church community.

### **Desired Qualifications**

- Undergraduate College Degree
- Trauma-Informed Care Experience

### **Qualities & Skill Expectations**

- Eagerness to learn and grow as an individual and leader. (Selfstarter, persistent,

entrepreneurial, personable, and adaptable)

- Coachable and willing to gain wisdom and experience from others.
- Go-getter attitude that brings the mission and vision to life in Ohio.
- Strong written and verbal communication skills.
- Excellent record-keeping and organization skills.
- Competent with various technologies and comfortable learning new software/skills.
- Strong servant leadership, project management, and teamwork skills.