

1407 Cleveland Ave. N St. Paul, MN 55108 (651) 659-9740 thehospitalitycenter.org

MINISTRY DIRECTOR

Reports to: Executive Director

Hours: 40 hours a week

Role: Full-time, supervises program and volunteer coordinators

Start Date: June 1, 2026

Organizational Summary:

The Hospitality Center's vision is to see international students transformed by the gospel. Our mission is to share the love of Jesus through hospitality with international students and scholars in the Twin Cities through our volunteer community who attend events and serve students' needs.

Position Overview:

The Ministry Director oversees the heart of the ministry—creating opportunities like events where volunteers share the love of Jesus through hospitality—including oversight and care for the program and volunteer coordinators, executing the opportunities, and representing the student and volunteer communities. This role will strategically evaluate and prayerfully discern effectiveness of mission and vision, be responsible for supporting the Executive Director (ED) in strategic partnerships among other ministries that support the programming & volunteer goals as well as will manage budgets, plans, processes, policies, and more. This role may also include assigned leadership projects such as annual community events.

The role requires attending several events, including weekends and some weeknights as needed. Teamwork and communication skills are essential. The candidate will be expected to manage a budget, systems, and policies in addition to the team.

Primary Duties and Responsibilities

Program & Volunteer Team Management (60 % - 24 hours)

- Lead the programming and volunteer team to fulfill the Hospitality Center's mission. This involves overseeing the planning, promoting, executing, evaluating of events and programs for international students.
 - It also includes overseeing the tracking, measuring, assessing, and improving our effectiveness in fulfilling our mission of sharing the love of Jesus with international students in the Twin Cities.
 - It includes overseeing and evaluating CRM data to make ministry decisions.

- Attends many student and volunteer (ministry) events
- Facilitate and coach weekly programming/volunteer meetings and individual check-in meetings as well as quarterly reviews and annual reviews with ED
 - Oversees team's personal and professional development.
 - Oversees and approves team's PTO
- Strategically think and develop plans for the expansion of The Hospitality Center's mission as well as programming and volunteer team.
 - Lead ministry plans with team
- Work with the Communications Director in communication to students, churches, and volunteers.
- Manage the volunteer & programming budgets at least on a monthly basis
- Support the coordinators in creating systems, programming calendar, training as needed with the goal of coaching more than executing the details.
- Submit monthly reports to ED
- Oversee van operations: maintenance, use, major repairs, etc.

Strategic Ministry Partnerships (20% - 8 hours)

- Support the ED through strategic conversations with International Student Ministries & Churches as assigned:
 - To learn their visions, goals, needs, values, data, etc.
 - Assess needs and areas of ministry for partnerships to make recommendations to ED
 - Attend events or opportunities necessary to explore relationships
 - Tabling at churches
 - Know churches' fiscal years, communicate fundraising information to the ED
 - Communicate HC goals and vision on behalf of ED, board, and organization
- Move partners into the onboarding process from vision to execution of ministry
- Assist with partner appreciation
- Meet with ED regularly for updates, strategic opportunities, evaluations and more.

Special Assigned Responsibilities (20% - 8 hours)

- Chair the annual fundraiser:
 - Overseeing the staff, volunteers, partners, etc. to execute this annual community event with the ED's authority
 - Manage project & budget, direct timelines, oversee deadlines, etc.
- Assist Office Manager (OM) and ED when hiring staff positions as needed and applicable
- Work with OM on operations, systems, data, and other administrative areas as assigned by ED
 - Strategically discuss benefits, needs, and challenges
- Leads and facilitates team meetings as assigned
- Execute special projects or tasks as assigned by the ED

Work Schedule:

- 2nd Saturday every month to attend our monthly Celebration Meals
- A few additional events throughout the year such as our annual fundraiser
- Week to week rhythm and schedule can be determined with the supervisor.
- Mostly onsite, with some offsite

Compensation:

- \$63,000
- 15 PTO Days, 2 Sabbatical Days, and 11 paid holidays
- Mileage reimbursement for work travel
- Flexible schedule

Qualities of the Ideal Candidate:

- Highly Missional, able to articulate the gospel, and an active member of a local church
- Agrees with the Hospitality Center's statement of faith, mission, and vision
- Loves the nations
- Has 3+ years of managerial or leadership experience as well as proven teamwork and organizational skills
- Highly Relational: Values and has a proven track record of developing strong healthy teams, relationships, and partnerships
- Has discernment, thinks strategically, and can evaluate multiple areas of ministry from data to people
- Seeks to lead with humility and display servant, Christ-like leadership