

Detroit Rescue Mission Ministries

JOB DESCRIPTION

JOB TITLE: Public Relations Manager **LOCATION:** Administration

REPORTS TO: Chief Operating Officer **POSITION:** Exempt

JOB SUMMARY:

Under the general direction of the Chief Operating Officer, mobilize community good will and support of Detroit Rescue Mission Ministries (DRMM) to accomplish its mission statement and fulfill its vision.

ESSENTIAL FUNCTIONS:

1. Promote interagency working partnerships and link external community resources to appropriate DRMM department(s) to meet DRMM client needs.
2. Coordinate with DRMM Management staff to secure and make the best use of available external resources within DRMM, including education, mental health, health, training, volunteer, and other resources.
3. With Executive staff, develop and communicate DRMM's strategic vision to the civic, governmental, business and service communities that impact DRMM and its constituents, including community and public relations efforts.
4. Engage DRMM and its community stakeholders in meaningful dialogues and partnerships that advance DRMM's value to the community through discussion, community events, and forums.
5. Represent the DRMM President, Chief Operating Officer and Vice President of Development at key stakeholder venues.
6. Solicit stakeholder contributions to program design and service delivery through a variety of means that promote maximum engagement and communication, including community focus group about area needs.
7. In concert with DRMM Executive staff, cultivate and establish working memoranda of understanding with partnering organizations to provide services that are consistent with DRMM's identity, mission and goals and provide and secure necessary letters of support for DRMM development proposals.
8. Work closely with Executive Management staff to equip DRMM to meet challenges of the future and to meet the ever-increasing needs of those DRMM services.
9. Foster a positive working environment that exemplifies loyalty and commitment to DRMM and its employees, ministry wide. When problems arise, it is the responsibility of each employee to handle them in a positive manner and be a part of the solution.
10. Must have necessary transportation to navigate to and from events.

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OTHER DUTIES & RESPONSIBILITIES:

1. Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

1. A minimum of a Bachelor's Degree or ten (5) years of successful experience in management, with a minimum of five (5) years at the executive level.
2. Demonstrated organizational and interpersonal skills necessary to communicate with others to exchange information in a multi-cultural setting.
3. Must have written and verbal communication skills to represent the Ministry at various events.
4. Mental ability to frequently handle pressures related to simultaneous handling of multiple projects, and various youth personalities, and disruptions.
5. Physical ability to periodically sit or stand for long periods of time and to bend/lift/carry items while setting up training rooms.

WORKING CONDITIONS:

1. Normal office environment with little discomfort due to heat, dust, noise and the like.
2. May be required to work evenings and weekends on an occasional or ongoing basis.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. They are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.