

Executive Director, Mission Oak Cliff

About Mission Oak Cliff

Mission Oak Cliff is the community ministry hub of Cliff Temple Baptist Church, operating under the church's 501(c)(3). The weekday drop-in center provides emergency food, clothing, counseling & advocacy services, and educational opportunities to families in the North Oak Cliff area of Dallas. The ministry currently serves people in zip codes 75203, 75208, 75211, 75216, and 75224.

In 2018, Mission Oak Cliff assisted nearly 7,500 individuals through the following services:

- Clothing and groceries on-site and at four satellite pantries
- Classes in English, citizenship, computer literacy, nutrition, and fitness
- Enrollment assistance in government programs like SNAP and Medicaid
- Showers, clothing, lunches, food, and other services for homeless individuals
- Seasonal programs providing school supplies, Thanksgiving and Christmas baskets, and Christmas toys for neighborhood families in need

Learn More: <https://www.clifftemple.org/moc>.

About Cliff Temple Baptist Church

Cliff Temple Baptist Church has been committed throughout its 120 year existence to ministering to the needs of its North Oak Cliff community. From its beginning with 26 members in 1898, Cliff Temple has served in its local context by caring for practical needs and sending out people around the world to share the love of Christ. We're committed to loving God, loving people, and serving our city as we "re-dream" the Cliff Temple dream. While we celebrate the rich heritage that has brought us together, we also give thanks for the fresh new possibilities that are on our horizon.

Learn More: <https://www.clifftemple.org/>

Job Overview:

Requirements:

- A committed Christian who will be an active member of Cliff Temple Baptist Church
- Experience working with families in low-income and marginalized communities
- Strong, visionary leadership and people management skills, including fostering community with staff, volunteers, and neighbors
- Skilled at organizing events, gathering volunteers, requesting donations, crowdsourcing, and fundraising
- Skilled at budgeting, reporting, solving problems, and analyzing results
- Strong communication, advocacy, and delegation skills
- University graduate with a degree in ministry, social work, business, or other complementary field.

Preferred additional skills:

- Bilingual in English and Spanish.
- Master's degree or equivalent work experience.
- Familiarity with Dallas and the Oak Cliff community in particular

- Experience with non-profit organizations, preferably in leadership positions
- Experience and familiarity with government programs and reporting
- Experience with asset-based community development

Responsibilities:

1. Plan and coordinate daily functions of Mission Oak Cliff "**MOC**" including:
 - a. Supervising, coordinating, and recruiting staff and volunteers.
 - b. Planning and coordinating adult education opportunities
 - c. Coordinating food pantries and related hunger ministries
 - d. Manage relationship with North Texas Food Bank
 - e. Maintain compliance with government program regulations and requirements
2. Report to and partner with the Mission Oak Cliff Committee to execute initiatives, including planning and directing church-wide events and ministry opportunities impacting Mission Oak Cliff clients on a regular basis.
3. Serve on the staff of Cliff Temple Baptist Church and coordinate with the Missions Committee to mobilize the Church for local missions efforts.
4. Liaise, maintain, and develop relationships with community organizations, ministries, the church body, and the greater Dallas community.
5. Seek financial support for current and future initiatives of Mission Oak Cliff, both within the church and outside sources.
6. Utilize technology to streamline responsibilities, equip others with knowledge, and spread the mission of Mission Oak Cliff.
7. Evaluate existing programs and develop effective ministry initiatives.