



Job Description & Application Information

Position Description: FOCUS North America Executive Director

Organization

Founded in 2009, FOCUS North America's mission is to create a movement to serve operationally in North America those in need who are underserved bringing into community and relationship our volunteers, participants and donors and to call the entire church and other people of good will to do the same.

Revenues: 2010, approximately \$900,000 from approximately 3,500 donors.

FOCUS North America does its work by individuals, churches, FOCUS chapters, FOCUS centers, partners, and through education and training. For the January to August, 2011 period, FOCUS North America has distributed 59,000 household goods/clothing items; 49,000 hot, nutritious meals, and 48,000 food pantry items in 6 cities. From January through October, it has distributed approximately \$450,000 of goods in kind.

The organization currently has 4 centers (Orange County, CA, Minneapolis-St. Paul, St. Louis, and Pittsburgh), 2 chapters (San Diego and Indianapolis), and 3 programs (YES, ReEngage, and FOCUS Appalachia).

Position

Reporting to the Board of Directors, the Executive Director (ED) will have overall strategic and operational responsibility for FOCUS North America's staff, programs, expansion, and execution of its mission. S/he will initially develop deep knowledge of field, core programs, operations, and business plans.

Responsibilities

Leadership and Management:

Ensure ongoing local programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems; recommend timelines and resources needed to achieve the strategic goals

Actively engage and energize FOCUS North America volunteers, board members, event committees, partnering organizations, and funders

Develop, maintain, and support a strong board of directors; serve as ex-officio of each committee, seek and build board involvement with strategic direction for both ongoing local operations as well as for the national rollout

Lead, coach, develop and retain FOCUS North America's high-performance senior management team

Ensure effective systems to track scaling progress, and regularly evaluate program components, so as to measure successes that can be effectively communicated to the board, funders, and other constituents

Fundraising & Communications:

Expand revenue generating and fundraising activities to support existing program operations and national expansion

Deepen and refine all aspects of communications—from web presence to external relations with the goal of creating a stronger brand

Use external presence and relationships to garner new opportunities

Planning & New Locales:

Design the national expansion and complete the strategic business planning process for the program expansion into new locales

Begin to build partnerships in new locales, establishing relationships with the funders and political and community leaders at each expansion site

Be an external local and national presence that publishes and communicates program results with an emphasis on the successes of the local program as a model for regional and national replication

Qualifications

The ED will be thoroughly committed to FOCUS North America's mission. All candidates should have proven leadership, fundraising, and relationship management experience. Concrete demonstrable experience and other qualifications include:

Advanced degree, ideally an MBA or MSW, with at least 5-10 years of senior management experience, track record of effectively leading and regionally and/or nationally scaling a performance- and outcomes-based organization and staff; ability to point to specific examples of having developed and operationalized strategies that have taken an organization to the next stage of growth

Unwavering commitment to quality programs and data-driven program evaluation

Excellence in organizational management with the ability to coach staff, manage and develop high-performance teams, set and achieve strategic objectives, and manage a budget

Past success working with a board of directors with the ability to cultivate existing board member relationships

Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures

Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills

Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning

Ability to work effectively in collaboration with diverse groups of people

Passion, humility, idealism, integrity, positive attitude, mission-driven, and self-directed

Behaviors & Competencies

Context

Understands Orthodox Environment, including Hierarchical Relations

Government, Corporate, and Foundation Sponsored Sources

National Hunger Issues

Local and National Economic Challenges

Aware of “Competing” Initiatives/Programs

Content

Fundraising Skills

Leadership Context and Skills

Process Skills

Technology Understanding

Operational Expertise

Professional Skills

Communication (written/verbal/listening)

Collaboration/Teaming

Problem Solving/Creativity

Professional Presence

Board Skills

Leadership/Managerial Skills

Team Building

Planning

Reporting/Transparency

Staff Management

Influencing

To apply

Applicants should send a letter of application and resume to at jobs@focusna.org for review.