



NORTH + AMERICA

FOCUS North America

600 North Bell Avenue
Building 1, Suite 115
Carnegie, PA 15106

Position: FOCUS Center Director

Location: Beaver Falls, Pennsylvania

Start Date: On or before March 12, 2018

FOCUS North America is a national movement of Orthodox Christians, united in faith and joined by a desire to provide action-oriented and sustainable solutions to poverty in communities across America. FOCUS has operations and youth volunteer experiences in more than 50 cities in the United States.

All of FOCUS North America's services are provided without discrimination of any kind. We do not require any faith commitment from anyone we help. We exist solely to transform the lives of the homeless and poor in America, moving them from dependency to self-sufficiency, by providing food, occupation, clothing, understanding and shelter.

Successful candidate will be closely aligned with the goals of FOCUS, with experience serving those in need.

Summary

The Local FOCUS Center Director is responsible for the overall management of the FOCUS programs in their location, including compliance with all financial and commodity management and reporting requirements of FOCUS and any applicable donor agencies. The Local Director reports to the FOCUS North America Vice President of Operations and is the primary liaison with FOCUS NA, local volunteers, local vendors, supporting agencies, local Advisory Board and the local Orthodox communities.

The FOCUS Director is a full time employment opportunity with benefits.

Inquiries

- Submit Resume with References via email to HumanResources@FOCUSNA.org
- Resumes must be submitted prior to February 9, 2018
- Candidates will be contacted by FOCUS prior to February 23, 2018, if they are being considered for the Director position
- Do not call FOCUS for additional information at this time



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Responsibilities

- Oversee all FOCUS programs, supporting, supervising those who coordinate them and volunteers who work in them
- Ensure that local staff and volunteers are provided with the necessary administrative and technical support to discharge their responsibilities in a satisfactory manner
- Maintain records on all activities conducted and services provided, including but not limited to statistical reports outlined by FOCUS Management and the Advisory Board
- Work at programs sponsored by FOCUS to support volunteers and serve and meet recipients of services
- Primary service provider for FOCUS Center management and operations
- Secondary (backup) service provider for all services
- Recruit and train volunteers
- Ensure safe, secure facilities for delivery of services
- Maintain inventories of goods and supplies
- Proactively engage with community leaders, schools and others service providers in program service delivery
- Collaborate with FOCUS NA National Programs Management Team
- Oversee and develop annual funding and budget development in consultation with FOCUS NA
- Review and approve all center-based financial expenditures
- Ensure operation maintained in FOCUS NA approved budget
- Research and develop new funding opportunities
- Conduct Needs Assessment for services provided or under consideration, providing status and proposals to Advisory Board and FOCUS Management for review and approval
- Develop monthly statistics for all programs and report to FOCUS NA and the FOCUS Advisory Board
- Oversee implementation of all FOCUS program activities in the area in coordination with the FOCUS National Staff
- Implement FOCUS NA policy decisions
- Participate in the FOCUS NA strategic planning process
- Proactive leader in program development
- Develop project proposals according to the mission of FOCUS
- Expand programs and ministry as need arises and funding is present
- Assess and review program status on a periodic basis with FOCUS National Staff



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- Ensure that consistent and timely reports on program activities and problems encountered are provided to FOCUS headquarters, local counterparts and donor agencies (including public relations materials as requested)
- Provide high quality Center management reports to FOCUS NA
- Conduct regularly scheduled meetings with Advisory Board
- Meet and communicate regularly with Foundation Boards, Donors and Supporters to develop and maintain relationships
- Update the local FOCUS website with monthly news
- Establish and maintain relations with local Orthodox parishes, the nonprofit community, corporate and foundation Grantors, Benefactors and any relevant community development groups
- Speak to community groups, parishes, and public at events sponsored by FOCUS
- Periodically visit and attend local nonprofit, community development/advocacy and/or networking meetings
- Periodically visit with local government and agency officials in the center's area of operations
- Perform other duties as required and/or assigned by FOCUS National Management

Qualifications

Knowledge and Skills

- Advanced communication skills (writing and speaking)
- Knowledge of managing social service and community development programs
- Familiarity with federal, state and local laws regarding operation of nonprofit organizations providing homeless and domestic social service/entitlement programs
- Orthodox Church doctrines and traditions
- Computer proficiency with Microsoft Word, Excel, Powerpoint, Publisher or equivalent products
- Familiarity with web page content update software
- Familiarity with Donor Management software
- Familiarity with Volunteer Management software
- Reading financial reports and budget management
- Service and supply contract negotiations and management with vendors

Competencies

- Service minded
- Cultural and local area sensitivity



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- Ability to understand and work with homeless, impoverished and vulnerable communities and demographics
- Ability to build organizational relationships between FOCUS and Orthodox churches, communities and leaders
- Ability to represent FOCUS to local government officials and donors, individual and corporate representatives
- Stress tolerance during program establishment and implementation
- Capacity of critical, analytical thinking to innovatively resolve program and funding problems
- Foster a sense of teamwork among center offices and staff
- Excellent public speaking skills
- Advanced organizational skills
- Efficient and effective time management

Experience

- Minimum three years experience in social service provision, nonprofit or community development work; five years preferred
- Management of staff and volunteers
- Program Management (Food Service, Clothing Service) preferred
- Budget Management (\$100,000/year)

Education

- College degree, advanced degree in Social Work, Public Policy or Nonprofit Management preferred; equivalent experience will be considered

Certifications

- None required, but are beneficial (social services, first-aid)
- Commercial driving license beneficial

Contacts, Key Relationships, Interactions

- Beneficiaries – frequent interaction with beneficiaries of FOCUS services
- Vice President of Operations – develop program implementation strategy, project monitoring, resolution of human and budgetary resource issues
- Executive Director – advise of status and implement FOCUS programs, policies, procedures
- Financial Management and Finance Staff – ensure fiduciary controls are implemented and accurate expenditure and reporting of program funds
- National Programs Officer – collaboration for implementation of selected National Programs



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- Grants Compliance Officer – research and prepare proposals for new program funding and reporting on existing funding
- Communications/Public Relation Staff – develop timely and accurate public relations material regarding center activities
- Development Staff – develop individual donor relations and stewardship of those relationships
- Advisory Board – regularly convene Advisory Board, advising of status and engaging Members in activities supportive of FOCUS goals
- Local Government Officials/Agencies –ensure that local officials are aware of FOCUS’ actions and how FOCUS may participate in future government and/or agency sponsored programs
- Donor Agencies – comply with donor requirements and apply for future funding
- Vendors – procure goods and services consistent with FOCUS activities
- Orthodox Churches – recruiting, training volunteers and engaging parishes in FOCUS programs
- Community Members – publicize FOCUS activities and services to the community

Working Conditions

- Stationed in the city of center operation
- Frequent local travel required
- Some interstate travel possibly required to speak on behalf of FOCUS/promote FOCUS activities
- Nominal but present security risk working with vulnerable communities
- Business attire mandatory for external relations and meetings and service delivery
- Primary environment is inside a facility

Physical Activities

- Able to sit at desk for several hours
- Able to stand for several hours
- Able to use a computer keyboard, mouse, monitor for several hours
- Able to climb stairs
- Able to regularly lift and move various shapes, packages, etc. of forty pounds
- Able to read and comprehend documentation
- May occasionally be exposed to loud office level noise
- Work in climate typical of facility
- Able to drive a vehicle



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Requirements

- Reside within 30 minutes, driving time, of the local FOCUS facility
- Pass a background check and pre-employment drug screen